



**Working Together**

# **Internal and External Verification Policy**

**August 2018**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	<p>Extend the policy and procedure to include external and systems verification.</p> <p>Amended the terminology for assessments using the SQA assessment guidelines that assessments must be valid, reliable, practicable, fair and equitable.</p> <p>Included in the related documents section the Revalidation Approval Form and Standards Verifier Report.</p> <p>Correction of minor typing errors.</p> <p>Clarifying the role of the programme leader in the operation of this policy</p> <p>To ensure compliance with the actions and recommendation from the SQA systems verification visit.</p> <p>To provide further guidance on in programme sampling from City &amp; Guilds.</p> <p>To provide guidance on the use of marked exemplars from Pearson</p>	D. Killean C. Elliott	22/5/15
1.2	Clarification of IV responsibility for checking assessment using digital media as the delivery method for the assessment instrument.	D Killean	22/5/17
1.3	Updating roles and responsibilities. Separating Policy from Procedure. Reorganisation of content.	C Elliott J Robertson	22/08/18

## **Internal and External Verification Policy**

### **1. Preface**

As a centre approved to deliver the qualifications for a range of awarding bodies, it is the responsibility of Borders College to provide an effective overarching policy and supporting procedure for the quality audit for all certificated awards offered. There are three component parts to the audit of any certificated qualifications irrespective of the awarding body. These are:

- Internal Verification – The checks undertaken by the college that the assessment instruments and assessment of learners meets with the award criteria
- External Verification – Where the awarding body checks that the assessment instruments and assessment of learners meets with the award criteria
- Systems Verification – Where the awarding body checks that the College is operating to their standards when administering, managing and delivering their awards

The policy and procedure relates to all three processes.

### **2. Scope**

The policy guides all Internal Verification and the management of external verification and systems verification events required by all awarding bodies whose qualifications are offered by Borders College.

### **3. Policy Statement**

As a centre approved to run SQA and other awarding body qualifications, it is Borders College's responsibility to ensure that all our provision is current and meeting the requirements of the awarding bodies and meets the needs of learners, employers and articulating HEIs.

All assessed units and awards presented for certification must meet the requirements of the Internal Verification Procedure as well as the specific requirements of each awarding body in the context of external verification or systems verification.

The College needs to demonstrate confidence that all assessments undertaken by its learners are valid, reliable, practicable, fair and equitable. The Internal and External Verification Procedure gives structure to assessment checking, provision of evidence and maintaining standards.

An assessor **cannot** internally verify their own work, or the work of anyone they have a personal relationship with outwith the College. They must inform their Curriculum and Learning Manager (CLM) or Business Development Manager if such a situation arises.

An Internal Verifier (IV) is required to be subject competent to the appropriate level and to be 'working towards' or will have achieved assessor/verifier qualifications when required by awarding body regulations. When required this should be achieved within 18 months of being appointed as an IV or assessor.

The terminology and naming conventions vary between awarding bodies. The terms used in this document are generic. This policy and the related procedure must be read in conjunction with the documentation supplied by the awarding body owning the qualification being delivered.

## 4. Responsibilities

**Lecturers and Assessors** are responsible for creating assessment instruments, assessing candidates, marking assessments, learner feedback and providing work to be sampled. They are also responsible for the management of their records and the secure storage and disposal of assessments and assessed work.

In line with changes at National level, all permanent teaching staff are **Internal Verifiers** and responsible for ensuring that assessment instruments and decisions are valid, reliable, practicable, fair and equitable and that records of verification and verification meetings are accurate, secure and complete. They are also responsible for preparing for and responding to the outcomes of external verification.

**Lead Internal Verifiers** will be identified by the CLMs, and are responsible for monitoring verification activity, maintaining sampling plans and co-ordinating assessment materials for external verification visits.

The **CLMs and Business Development Managers** are responsible for the management of their verification groups, the appointment of internal verifiers, the induction of new assessors and verifiers and the management and security of internal verification records and assessments.

The **QEC** is responsible for the distribution of summative assessment material supplied by awarding bodies, recording internal verifier coverage for all College delivered awards and managing the liaison between portfolio areas and the awarding body's external and systems verifiers.

The **Learning & Teaching Development Director** is the author and responsible for the implementation of this policy.

The **APs** (Inclusive of the Director of Business Development) have overall responsibility for the Internal Verification process across each portfolio area.

## 5. Related Documents

The Internal and External Verification Procedure is available on the College website.

A range of supporting internal documents are available from the College intranet.

The SQA framework is used as a model for all internal verification requirements.

However, where an awarding body has specific requirements (for example City & Guilds and BTEC/Pearson) these must be followed using the guidance provided by that awarding body.

A list of external useful documents with links where possible, is included with the Internal and External Verification Procedure.

## Equality Impact Assessment

(Rapid impact assessment tool)

**What Impacts may there be from this proposal on any group's ability to use the College services?**

**Policy: Internal and External Verification Policy**

<b>Positive Impacts (Groups affected)</b>	<b>Negative Impacts (Groups affected)</b>
Internal Verification Policy and supporting Procedure embeds an opportunity for ongoing monitoring to ensure a positive approach to equality and diversity is achieved in respect of teaching and assessment materials.  An important part of the policy is in ensuring assessment is fair and equitable.	No negative impacts.
<b>Actions taken to alleviate any negative Impacts:</b> No actions required.	
<b>Recommendations:</b> Continue to regularly review the Internal Verification Policy and Procedure.	

**From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?**

No

**Has a full Equality Impact Assessment been recommended?**

Yes

No

**Reason for recommendation:**

## Internal and External Verification Policy

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Author: Director of Business Improvement and Performance  
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Equality Impact Assessed: Yes