



Internal Verification Policy

VERSION	AUTHOR	REVIEW/NOTES
Version 1-29 Feb20	Head of Administration and QA	First Draft

Purpose

The purpose of this policy is to ensure that:

Assessment instruments are valid, reliable, practicable, equitable and consistent with the standards set by the relevant Awarding Body. Decisions made by assessors are accurate and consistent for the same qualification for all students and are applied fairly and consistently to meet awarding body requirements and national standards of achievement.

Scope

This policy applies to all courses offered by Rushmore Business School where assessment for certification credit rated by relevant Awarding Bodies is wholly or partly the responsibility of the School.

This policy covers the development of assessment instruments; the verification of evidence; the recording of accurate internal verification documents to meet the criteria set by all Awarding Bodies with whom the School works.

What is internal verification?

Internal verification ensures that internally assessed units:

- have assignment briefs that are fit for purpose
- are assessed accurately to national standards against the unit criteria.
- utilize consistent assessment and grading across the program.

The Internal Verifier should check that the assignment brief:

- has accurate unit and program details
- has clear deadlines and an appropriate timeframe for assessment
- has a suitable academic and or vocational scenario or context
- shows all relevant assessment criteria for the unit(s) covered in the assignment
- indicates relevant assessment criteria targeted against each task
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient

Internal verification is a necessary part of any program offered at Rushmore Business School and is intended to be a supportive process.

The following are the procedures set in place for best practice on Internal verification process:

- There is a recognised team of Internal Verifiers, who meet regularly to ensure standardisation of procedures
- There is an internal verification policy which promotes a rigorous commitment to quality improvement
- Internal verification processes are agreed and published so that they are clearly understood by all members of delivery teams

All Assessors are involved in the internal verification role. The time required to carry out internal verification is acknowledged. The internal verification process is monitored by Quality Team and for the subject area by the Lead Internal Verifier.

Retain document after Internal verification

Internal verification documentation, along with the assessment tracking documents is stored securely for a minimum of three years after the date of certification/ award. Learner work is retained for 12 weeks after the date of certification/award. The internal verification is also retained for purpose of any external verifier to check all the standardized documents upon visit to the institution.

Giving feedback to the Assessor

Internal Verifiers use the general comments section on the form to provide advice and guidance to the Assessor if appropriate. Any actions identified must be detailed by the Internal Verifier in the actions required section. Internal Verifiers should make any actions clear. If an action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off prior to an Assignment being issued to students.

Authorised Assignment Briefs to be used

Authorized Assignment Brief set by Awarding body is also considered for use by Assessors. If the Authorised Assignment Brief is being used 'off the shelf' then it should be internally verified to check the dates and deadlines are appropriate and within timeframe. If changes have been made to the scenario or the tasks, then these will need to be internally verified.

The internal verification of assessment decisions process

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the assessment decision specification.

This will include checking:

- the learner work against the assessment criteria and judge whether it has been assessed accurately.
- the assessment criteria. This represents the national standard and all learners are measured against it
- coverage of the unit content in conjunction with the assessment guidance to see if the Assessor has taken this into account. It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a program of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria.
- the feedback from Assessor to learner is accurate and linked to the assessment criteria.