

Internal Verification Policy

The Business Portfolio (UK) Ltd is aware of the importance of ensuring that internal verification is objective and against agreed Standards.

Moderation and Standardisation will be ensured by using:

- Internal Verification of
 - 15% of all Units assessed
 - 100% verification of units over qualification coverage

- Recording Candidate Information
 - Gender
 - Race
 - Ability

- A Verification Report to ensure
 - Appropriateness
 - Consistency
 - Sufficiency
 - Authenticity
 - Reliability

- Completion of the Internal Verification Checklist

Internal Verification Procedure

Assessors will be supported and guided by Internal Verifiers who are appointed by the Centre.

This is key to assuring the necessary quality in assessment arrangements. The functions covered include supporting assessors, co-ordinating the collection of evidence and undertaking internal verification of assessment practice.

Internal Verifiers will:

- sample and monitor the work of assessors;
- assist assessors to apply the requirements of assessment;
- countersign the assessment record of candidates;
- be active in raising issues of good practice in assessment;
- ensure that fair practices are upheld in the assessment procedure;
- liaise with External Verifiers to maintain the quality of assessment;
- assist in implementing the recommendations of the External Verifier;
- chair Moderation Meetings with assessors.

The standards to which Internal Verifiers should work is specified in Unit V1. In common with assessors, Internal Verifiers should be able to demonstrate familiarity with anti-discriminatory practice.

The job of the Internal Verifier is to make sure that the assessment methods are being applied consistently. Internal Verifiers therefore ensure that decisions made by assessors are accurate and are within the stated requirements of the Awarding Bodies.

Sampling the Work of Assessors

Internal Verifiers will monitor the work load of assessors and ensure that each assessor has sufficient time to carry out their responsibilities. During this monitoring the Internal Verifier will decide whether to sample the assessments through observation or portfolio examination.

Other considerations to aid the sampling will be adequate coverage of:

- all assessors
- gender of Candidates
- age range of Candidates
- ethnic origin of candidate
- the volume of Candidates for each assessor.

Consistency of the quality of assessment will be achieved by using the “Verification Report” form which requires the Internal Verifier to collect information relating to several Candidate’s assessments carried out by several assessors when assessing the same Unit(s), element by element. The conclusions drawn will be communicated to all assessors (usually through the standardisation meetings) and the External Verifier giving guidance on action required to maintain and/or improve the quality of the assessment. In particular, attention will be given to ensuring all assessment are valid, reliable, sufficient and authentic, and take account of the assessment methods.

When assessments have been completed and Candidate’s portfolios are ready for internal verification it is the assessor’s responsibility to forward the portfolio to the Internal Verifier as soon as is practicable for sampling and should not be longer than one month after completion.

The Internal Verifier will notify assessors of External Verifier visit dates as soon as practicable. It is then the assessor’s responsibility to inform Candidates nearing completion.

It is the assessor’s responsibility to ensure all completed portfolios are presented for internal verification within the agreed “deadlines” - usually not less than 5 working days.

When sufficient number of verified portfolios are available, (minimum 8) the External Verifier will be contacted to process them for certification; if, however, sufficient portfolios are not available and Candidates will be waiting an unacceptable period of time, the Internal Verifier will contact the External Verifier to agree a suitable solution. On completion of the External Verifier visit the Internal Verifier will complete all appropriate documentation necessary for certification to take place and inform all assessors of any observations made during the External Verifier visit (usually through standardisation meetings).

Candidates will be informed of the receipt of certificates from the Awarding Body as soon as is practicable. If certificates are not received within 12 weeks the Internal Verifier will contact the Certification department of the Awarding Body to resolve the situation.

New Assessors

Newly appointed assessors and additional units of competence offered by the Centre will be internally verified by 100% sampling of portfolios. If through internal verification the quality of assessment is unsatisfactory that assessor will have their assessments internally verified at the rate of 100% until the internal verifier is confident that quality is ensured.

Regularity of Assessment

All assessors will have the conduct of assessment observed at least twice during each calendar year. Where it is possible the training and assessment of candidates will not be undertaken by the member of staff, but when this is not feasible there will be 100% sampling of the candidate’s portfolio. Portfolios will not be assessed and internally verified by the same member of staff.

All Centre staff will be made aware of the appeals procedure and will operate within its guidelines at all times. Candidates will have access to the appeals procedure and be made aware of its operation during induction.

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