

# PORTFIELD SCHOOL & SATELLITE CENTRES



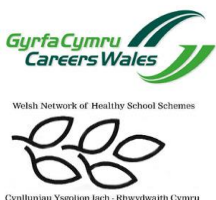
## POLICY DOCUMENT FOR INTERNAL VERIFICATION PROCEDURES FOR QUALIFICATIONS



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## Review of Policy

This policy will be reviewed biennially unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date: .....

Signed: .....  
Chair of Governors

Date: .....

## Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

### UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

# **POLICY INTERNAL VERIFICATION PROCEDURES FOR QUALIFICATIONS**

## **Introduction**

Portfield School is committed to delivering programmes which provide opportunities for learning and assessment to meet the standards of its internal quality assurance policies and the requirements of the OCR awarding body

Portfield School monitors course programmes, assessments and internal verification decisions.

## **Glossary of Terms**

### **Assessor**

The person responsible to assessing candidates work either practical or written form

### **Internal Verifier**

The person responsible for monitoring the assessment standards and supporting assessors.

### **External Verifier**

The person allocated to the school centre from the awarding body to monitor national standards.

### **Purpose:**

The internal verification procedures are intended to provide quality monitoring system to ensure the standard of assessment meets the requirements of the Awarding body.

The internal verification procedures are designed to:

- Define the School's organisation for supporting assessment of candidates in accordance with the qualification assessment and grading criteria
- Identify the roles and responsibilities of those involved with internal verification

- Provide documentation and support information which can be used with those procedures required by the awarding body.

### **Review and Monitoring**

The internal verification policy and documentation is reviewed annually by the school's quality reviewer (QR) to ensure that there is:

- consistency of assessment practice
- That all staff understands the procedures and documentation for recording assessment decisions
- That the QR assist staff with development needs for assessors and internal verifiers
- Disputes between assessors and internal verifiers are handled appropriately

### **The role of the External Verifier**

The External Verifier is employed by the awarding body to undertake the following:

- Promote and improve quality
- Provide information, advice and support
- Talk to the assessment team
- Examine representative samples of both assessed and internally verified work

### **External Verification Procedure**

#### **Procedure**

- A designated member of staff will liaise with the awarding body re allocation of external verifier.
- External verifier (EV) will receive details of candidates and course work through internal verifier (IV).
- Course internal verifier is responsible for ensuring all necessary paperwork, portfolios and access to assessors and candidates are arranged in line with EV requirements.
- The internal verifier will submit all coursework and associated paperwork to external verifier.

## External verification reports

- The EV report will be forwarded to Head Teacher. Internal verifier to circulate copies of the report to course IV and assessors.
- External verification reports included as an item on the agenda for team meetings to ensure all staff are aware of any actions necessary and the deadline involved.

## The Role of the Internal Verifier

- The internal verifier has the key role in assuring quality of assessment arrangements and assessment decisions both to candidates and to various awarding bodies.

The objectives will be achieved by:

- Ensuring that verification guidelines are disseminated to programme members.
- Reporting on internal verification to the Headteacher / Deputy Headteacher.
- Attending assessment Appeals meetings where required.
- Supporting and guiding assessors.

To maintain quality and rigor of assessment the IV will:

- Provide advice and support to assessors.
- Monitor the type, content and presentation of assignment material.
- Confirm assessor judgements and record on appropriate internal verification documentation.
- Ensure that all records of assessments meet the awarding bodies requirements prior to certificate claims being made.
- Liaise where necessary with the Headteacher / Deputy Headteacher.
- Liaise with the external verifier and monitor any actions necessary as agreed with EV.
- Resolve, where possible disputes with the assessors.
- Participate, where necessary, in the appeals procedure.
- Endorse and counter sign assessments and units [of work to be accredited](#).

- Meet regularly with assessors to ensure they are provided with awarding body updates and other qualification specific assessor guidance, and identify any development needs they have.
- Ensure that candidates complete and achieve appropriate number of credits at the correct level for qualification e.g. A achieved 13 credit points with 7 points at entry level to receive 'Certificate' qualification at entry level 2.
- Ensure that the units match candidates' skills and plans post 19.
- Ensure coursework units are submitted using correct forms and format.

### **The Role Of The Assessors**

#### **The Assessor will:**

- Ensure that the candidates are fully briefed on grading/assessment guidelines, assessment methods and procedures.
- Involve candidates in the assessment planning process and agreement of assessment occasions, prepare detailed assessment plans.
- Identify evidence which is valid, reliable and sufficient and current from which competence can be ascertained.
- Assess any evidence presented from prior achievements.
- Adhere to the awarding body's assessment specification in any assessors guidance issued in the judgement of evidence towards an award.
- Ensure the use of **School** procedures in the setting and presentation of assignment work.
- Giving constructive feedback decision using appropriate documentation which is recorded to the candidates on formative and summative assessment.
- Assist candidates in the presentation of evidence for portfolio final assessment and verification.
- Ensure candidates have a clear accreditation route/plan for the duration of the key stage e.g. 2 year plan for all KS4 pupils.
- Meet regularly as part of a team to discuss issues relating to assessment, including attendance at standardisation meetings.
- Arrange additional assessment where appropriate.
- Explain and agree assessments with internal verifier.

- Liaise with internal verifier and agree actions to be taken to ensure an appropriate level of continued professional development is maintained.
- Assist the internal verifier in the completion of any actions set by the external verifier.

### **Appeals and Disputes**

All disputes and appeals by candidates, assessors and verifiers to be addressed to the Headteacher for consideration.