# Higher Education Assessment Verification Policy and Procedure

4 Excellent Campuses
1000s of Opportunities
One Incredible City

The Sheffield College
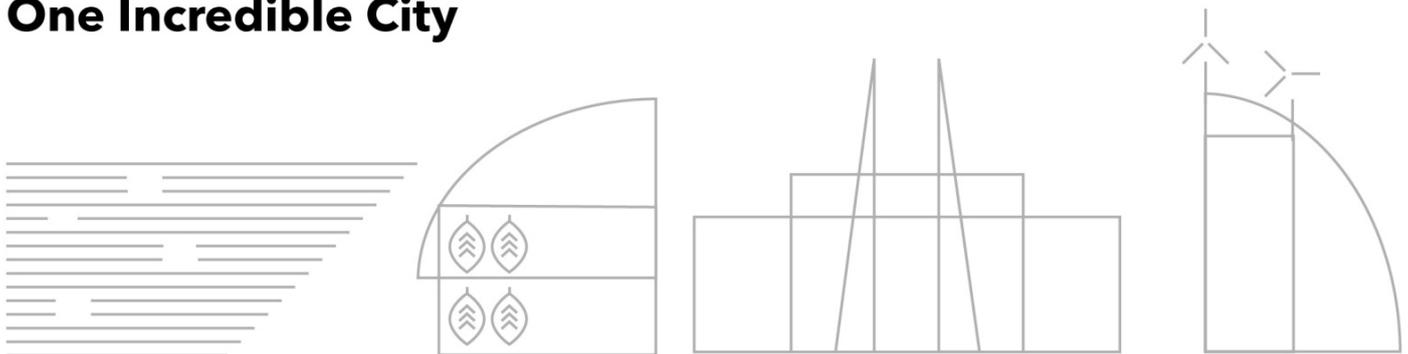
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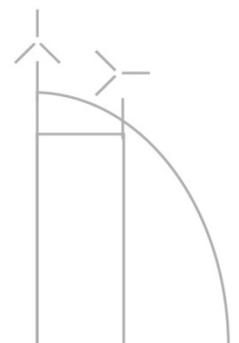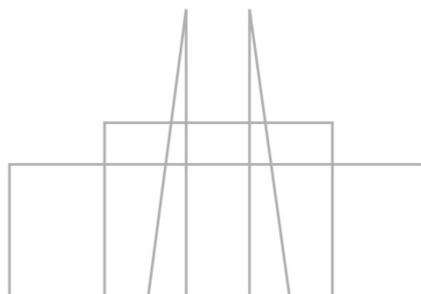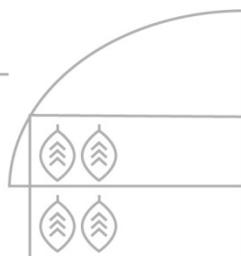
1. Policy Statement

All students are entitled to assessment that meets the required standard. The College will ensure that assessment standards are maintained and that assessment regulations are followed:
- Standardisation and verification procedures must meet the requirements of the Awarding Bodies, ie, Sheffield Hallam University Assessment Regulations, Pearson regulations, or The Open University Regulations for Validated Awards.
- This document should be used in conjunction with awarding body documents.
- Records will be retained securely and for the required periods. Internal verification documentation, along with the assessment records, will be retained for three years after certification.
  The internal verification process are monitored in the college, by the Lead Internal Verifier and the Quality Nominee.
- All assessors and internal verifiers are appropriately qualified, and their roles and responsibilities are clear.

2. Role of the internal Verifier

Internal Verifiers conduct quality checks on assessment processes and practice to ensure that they meet national standards and that all students have been judged fairly and consistently. An Internal Verifier can be anyone involved in the delivery and assessment of the programme that is able to give an expert "second opinion". Where there is a team of Assessors, it is good practice for all Assessors to be involved in internally verifying each other. Please note that as an Internal Verifier cannot internally verify their own assignments or assessment decisions.

3. The Lead Internal Verifier

Each college department has a lead Internal Verifier with responsibility for managing and coordinating the Internal Verification procedure. The lead internal Verifier will report to the Review Board to confirm that the process has been followed and to highlight any staff development needs.

4. Standardisation

The function of standardisation is to agree the standard by discussing and mutually assessing a sample of learner work to reach a consensus. This must be done with reference to the assessment criteria.

When a unit/module or assignment is delivered and assessed by more than one person, standardisation must be carried out before any formal assessment and internal verification has taken place. Once agreement has been reached, tutors can then assess individually the student work they are responsible for. The internal verification process should then take place. Tutors can internally verify each other's assessment decisions.

Standardisation events are organised by departments during standards and moderation days which are published on the college calendar.

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5. Internal verification of assignment briefs

5.1. Assignment briefs must be internally verified before being issued to students. If any issues are identified by the Internal Verifier, they must be addressed by the Assessor prior to issue. This will ensure the brief is fit for purpose.

5.2. In addition Pearson offer an assignment checking service which is helpful to tutors new to teaching these qualifications which can be accessed here: www.btec.co.uk/assignmentchecking

5.3. Qualifications validated by the Open University or Sheffield Hallam University require all assessments to be approved by the External Examiner prior to issuing to students.

5.4. Proforma for internal verification of assessments is attached as Appendix 1

6. Internal verification of assessment decisions

6.1. Internal verification must be carried out in a timely way throughout the year. Assessment decisions should be internally verified as soon as possible after assessment. It should take place before work is handed back to students. If any inaccuracies are identified by the Internal Verifier, these can be corrected by the Assessor before results are made known to learners. If any issues are identified by the Internal Verifier, these should also be checked and fixed across the whole cohort, not just those learners who have been sampled.

6.2. The Internal Verifier must check student work against the assessment criteria and judge whether it has been assessed accurately, and if the evidence is sufficient to warrant the assessment decision

6.3. The Internal Verifier must check that feedback from the Assessor to the student is accurate and linked to the assessment criteria, provides advice as to how to improve and builds confidence.

6.4. If the Internal Verifier judges that the work is inaccurately assessed, appropriate action must be identified on the internal verification form.

6.5. If inaccuracies are identified, the Assessor must re-assess the learner work in the light of the Internal Verifier's comments and it should be checked again by the Internal Verifier, signed and dated.

7. Assessor feedback

The outcome of internal verification should be recorded on the form. (see Appendix 2) This is an audit trail and should be signed and dated by both the Assessor and Internal Verifier. The feedback section on the form should be used effectively. The Internal Verifier should give advice on what can be done to improve the assessment process. If action is identified by the Internal Verifier, the Assessor must complete this and return it to the Internal Verifier for sign off. When the Internal Verifier is satisfied that the work has been assessed accurately, the work can be handed back to the students.

8. The Internal Verification sample

8.1. The sample should be constructed in a way that assures the entire assessment process rigorously. There is no prescribed sample size but where there are 12 or less students taking a unit/module, then the sample should consist of the whole group.

8.2. The sample must cover the full range of assessment decisions made: work meeting distinction criteria, merit criteria, pass criteria, and no criteria, should all be included in the sample.

8.3. New or inexperienced Assessors should have more work internally verified than an experienced Assessor

8.4. When a unit/module or programme is first introduced, the sample should be increased

8.5. Where issues have been identified by previous internal or external quality assurance processes the sample size should be increased.

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**Appendix 1
Proforma for Internal Verification
of assignments**

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INTERNAL VERIFICATION – ASSIGNMENT

</td></tr>
<tr>
<td>Programme title</td>
<td colspan="3"></td>
</tr>
<tr>
<td>Assessor</td>
<td></td>
<td>Internal Verifier</td>
<td></td>
</tr>
<tr>
<td>Unit Number and Name or Module Title</td>
<td colspan="3"></td>
</tr>
<tr>
<td>Assignment title</td>
<td colspan="3"></td>
</tr>
<tr>
<td>Assessment Criteria targeted by this Assignment Brief</td>
<td colspan="3"></td>
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INTERNAL VERIFIER CHECKLIST	Y/N	Please give reasons for responses including evidence of judgements and good practice	
Are the programme and unit/module details accurate?			
Are clear deadlines for assessment given?			
Is the time frame of an appropriate duration?			
Is there a suitable vocational scenario or context?			
Are the assessment criteria to be addressed stated accurately?			
Does each task show which criteria are being addressed?			
Do the tasks meet the assessment requirements of the unit/module?			
Is it clear what evidence the student needs to generate?			
Is likely to generate evidence which is valid and sufficient?			
Overall, is the Assignment fit for purpose?	Yes		No

*If 'No' is recorded and the Internal Verifier recommends remedial action before the brief is either submitted to the External Examiner (HEI awards) or issued to students (Pearson awards) the Assessor and the Internal Verifier should confirm that the action has been undertaken on the following page.

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Action required: (If none then please state n/a)	Date to be Completed	Completed

Assignment Brief Authorised for approval by the External Examiner (HEI Awards) or issued to students (Pearson awards)			
Internal Verifier signature		Date	
Assessor signature		Date	
Lead Internal Verifier signature (if appropriate)		Date	

Appendix 2
Proforma for Internal Verification
of assessment decisions

INTERNAL VERIFICATION – ASSESSMENT DECISIONS

Programme title			
Assessor		Internal Verifier	
Unit/Module(s)			
Assignment title			

Name of student (If a larger sample is required please add rows or use additional sheets)	Submission Type (First, Resubmission, Refer submission)	List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade	Assessment Decision Accurate (Y/N)	List the assessment and grading criteria where inaccurate decisions have been made	State why the assessment decision is inaccurate.

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INTERNAL VERIFIER CHECKLIST		Please give reasons for responses including evidence of judgements and good practice.
Has every learner and the Assessor confirmed the authenticity of the evidence?	Y/N	
Is there evidence of collusion or plagiarism?	Y/N	
Does the assessment feedback to each learner: ● Link to relevant assessment criteria? ● Justify each assessment criterion awarded? ● Provide positive feedback for improvement?	Y/N	

Any actions required must be reviewed across the whole cohort.	
Action Required	**Target Date for Completion**
I confirm that any action points have been addressed and completed in respect of the whole cohort.			

Internal Verifier signature		**Date**	
Assessor signature		**Date**	
Lead Internal Verifier signature (if appropriate)		**Date**	