



## Internal Verification Policy

### Introduction

#### Internal Verification:

**“A system implemented by an organisation to confirm the Quality Assurance of all aspects of the provision including preparation, delivery, assessment, documentation and certification”**

Internal Verification is an integral part of Tir Coed's Quality Assurance process. It is a supportive cycle of constant feedback & review which not only details the individual processes & stages of each course, but ultimately confirms the Quality of all provision whilst helping to improve it.

### Aim

The aim of Internal Verification is to embrace and enhance a comprehensive Quality Assurance process which covers all aspects of the accredited course provision.

The Internal Verification process is evident at all stages throughout each course. The whole process involves Tir Coed Project Officers, Tutors / Assessors, Learners and Agored Cymru staff and is a system for ensuring consistency across delivery & assessment - a cyclical process of feedback, reviewing & standardising elements right through from course development to certification; presenting an opportunity to promote Best Practice.

### Structure

Contributions to the development of accredited courses and to the quality of the Internal Verification system come from a variety of sources:

- Tir Coed Project Officers are directly involved at all stages.
- Learners comment on delivery through feedback and review.
- Tutors / Assessors contribute through planning, delivery, feedback, review and standardisation.
- Qualified Internal Verifiers visit individual courses to assess the delivery of tasks by tutors.
- Only staff holding Approved Internal Verifier Status (AIVS) are authorised to sign off Recommendations for Awards of Credit (RAC's).
- Reviews of courses include feedback from Learners, Tutors / Assessors & IV's.
- Accreditation & Internal Verification issues are discussed and reviewed at monthly Team Meetings.
- Internal Standardisation events involving Tutors / Assessors are organised regularly.
- Internal Verifiers attend external standardisation events regularly to maintain Approved Centre Status.
- A Curriculum manager assesses the Quality of all Internal Verification and accreditation processes.
- Tir Coed's Quality Assurance system maintains and improves standards in line with Agored Cymru and regulatory requirements.
- Agored Cymru staff conducts an Annual Quality Review to assess all accreditation processes including Internal Verification systems.

## Internal Verification Plan

### Expectations & Requirements

The principles of assessment are as follows:

#### Validity

- The method of assessment & the evidence must demonstrate achievement of learning outcomes & the related assessment criteria
- If evidence does not meet assessment criteria the learner does not achieve the learning outcome
- Ensure the method of assessment is fit for purpose & the evidence matches the assessment criteria - Exactly!

#### Authenticity

- The evidence must be the learner's own work
- Clear guidance must be given to learners
- How can we ensure individuals do make own notes on workbooks & not just copy tutor diagrams?

#### Fitness for Purpose

- Assessment methods should be relevant to target learner group
- Assessment methods should be relevant to unit title, learning outcomes & assessment criteria
- Assessment should be integrated with learning processes

#### Inclusiveness

- Assessment should be based on learner's needs & not exclude individuals
- Alternative methods of assessment may be needed to allow learner's to achieve regardless of their social or economic circumstances
- Should fit with Best practice in Equal Opportunities

#### Reliability and Consistency

- Processes should ensure valid & consistent judgements can be made by different assessors & verifiers on different occasions
- Ensures levels stay the same
- Exemplars of learners work should be kept as Best practice

### Process for Internal Verification

Tir Coed uses the Internal Verification package provided by Agored Cymru which identifies the steps & processes needed for a successful system.

- The flowchart '**Processes for Internal Verifiers**' ([Appendix 1](#)) provides a comprehensive and visual confirmation of the processes that need to be covered by the Internal Verifier and is accompanied by a wealth of documentation, forms & checklists in the Agored Cymru Centre Handbook '**Template for Internal Verifiers**' <http://www.agored.org.uk/getfile.aspx?fileid=369> with examples to explain why and how each piece can be used to support the whole process

The information and guidance provided ensures that the requirements of Internal Verification for Agored Cymru are met.

### Planning for Internal Verification

It is essential for the Internal Verifier to give feedback to the Tutor / Assessor, Co-ordinator or other relevant persons. Where good practice is identified it should be disseminated throughout Tir Coed via monthly Team meetings and standardisation events. Any issues should be discussed at team meetings and if appropriate action plans drawn up and subsequently monitored to record progress.

- Aiding this process the '**Tir Coed Internal Verification Plan Checklist**' ([Appendix 2](#)) must be completed by the Internal Verifier and will relate to a specific Tir Coed course

This can be used as evidence for internal standardisation & development as well as for Annual Quality Review purposes.



## Role of Internal Verifier

The role of the internal verifier is to ensure that:

- Assessment is appropriate, consistent, fair and transparent and does not unintentionally discriminate against any learner
- Tutors/assessors receive ongoing advice and support, for example in designing assessment activities
- Learners clearly understand assessment requirements and are given opportunities to achieve against the assessment criteria
- Learners' work is presented in a manner that enables effective verification to take place
- Evidence of learner achievement is clearly mapped to the assessment criteria
- Course tutors are consulted to identify learners work for sampling
- Reviews of work are carried out in line with Agored Cymru sampling Framework
- Recommendations for the Award of Credit are valid, reliable and consistent

The Internal Verifier should ensure that the principles of assessment are checked thoroughly as part of the process of standardisation. The purpose is to confirm that there are systems and processes in place and that evidence, assessment and guidance information is appropriate. Internal Verifier's will be encouraged to collect appropriate evidence.

## Access to Fair Assessment

Tir Coed promotes systems and procedures that ensure judgements relating to assessment are valid, reliable and consistent. The needs of the individual learner are a key focus and these are considered in Tir Coed's 'Learner Support Policy'. Reasonable adjustments will be made as necessary to reflect these needs.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not affect reliability and validity of the assessment outcomes, but may involve:

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- changing the assessment method, for example from a written assessment to a spoken assessment

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the qualification.

The work produced by the learner will be marked in the same way as the work of other assessed learners.

Special consideration will be given to learners who experience temporary illness, injury or indisposition at the time of an assessment and alternative arrangements will be made which allow learners to demonstrate a level of achievement.

All requests for 'reasonable adjustment' or 'special consideration' must be approved by Agored Cymru.

## Sampling of Assessment

To ensure accuracy and equity in learner achievement it is vital that checks are applied to the outcomes of the assessment process.

Checks must be made to confirm that reasonable adjustments are appropriate and that the form and level of assessment is as rigorous, and the outcomes as secure, as those for other learners assessed.

These checks are applied via the internal and external verification processes through sampling:

- It is inappropriate to internally or externally verify the work of every learner but a sufficiently large sample must be taken to ensure rigour and accuracy of outcomes; approximately **the square root of the number of learners within the group**
- The sample must take into account the variety of experience and ability of assessors, overall group size, the range of levels being assessed and methods of assessments in use
- The minimum number for sampling in any IV process should be 3 pieces of work (this may exceed square root in small groups) and should include work that is border line in achievement, average in achievement for the group and above average
- Assessments offered through Welsh and English must be covered in the sample.



The sample is not selected at random, or by tutors/assessors - the Internal Verifier makes the final decision.

## **Centre Standardisation**

### **Standardisation:**

**'A process to ensure that assessment criteria for a qualification, unit or component are applied consistently by assessors, moderators and verifiers'**

Tir Coed will ensure that standards set by Agored Cymru are consistent across all projects by planning and delivering internal events and attending annual external standardisation events; enabling Internal and External Verifiers to compare outcomes of assessment. The standardisation events will allow Tir Coed to:

- compare and confirm standards across different project provision
- compare and confirm standards where different types of assessment are used to evidence the achievement of a unit e.g. question and answer, oral presentation, photographic or written.
- compare and confirm standards where units are offered in English and Welsh
- identify and share good practice
- identify issues to be addressed either by amendments to units or development of new units or qualifications
- compare and confirm standards applied by Internal and External Verifiers
- compare and confirm standards over time

Tir Coed has systems in place to respond appropriately and effectively to conditions, recommendations, guidance, support and training issued by Agored Cymru. This will be monitored through the AQR process.

In order for the centre to retain 'direct claim status' all Internal Verifiers will need to contribute regularly to the standardisation process. Attendance at standardisation events is a condition of Centre approval and will be confirmed and monitored through the AQR process.

## **Record Keeping**

All accreditation and internal verification materials and information will be stored in line with Tir Coed's Data Protection Policy – therefore, storing all learners' assessed work securely, with limited access by authorised personnel only.

All internally assessed materials will be retained by Tir Coed until such time as the external verifier has completed the verification process.

As an approved centre Tir Coed is advised to retain materials for 28 working days subject to any appeals made against verification.

Materials will occasionally be provided for Agored Cymru standardisation training events. Names will be removed to preserve anonymity.

The material considered at standardisation events will be scanned and retained by Agored Cymru for the life of the qualification or for 5 years for non qualification based standardisation.

## **Malpractice**

**'Non-compliance with the regulations pertaining to the assessment procedures which may adversely affect the integrity of a qualification or award of credit'**

Tir Coed is committed to providing a fair, consistent and accurate approach to the assessment and award of credit awards and qualifications.

Tir Coed does not tolerate attempts or instances of malpractice by learners, or staff relating to the award of Agored Cymru units or qualifications.

Agored Cymru has the right to impose sanctions on Tir Coed as a centre or on staff or learners where attempts or instances of malpractice have been confirmed or during the investigation of reported accusations of malpractice.

Tir Coed aims to be vigilant about assessment malpractice and will be open and prompt to reporting possible instances of malpractice to Agored Cymru and where appropriate to other awarding organisations. Tir Coed will put in place an appropriate investigation process for all cases of suspected malpractice.

Tir Coed will train staff to conduct fair and robust assessment, to verify that work being assessed is that of the learner, to monitor through robust Internal Verification that assessment is being conducted appropriately and

to support the role of the External Verifier as the representative of Agored Cymru securing the validity of the award of units or qualifications.

Suspected malpractice will be reported using the Agored Cymru form (Reporting Suspected Malpractice Form <http://www.agored.org.uk/getfile.aspx?fileid=373>)

## Awarding Organisation Contacts

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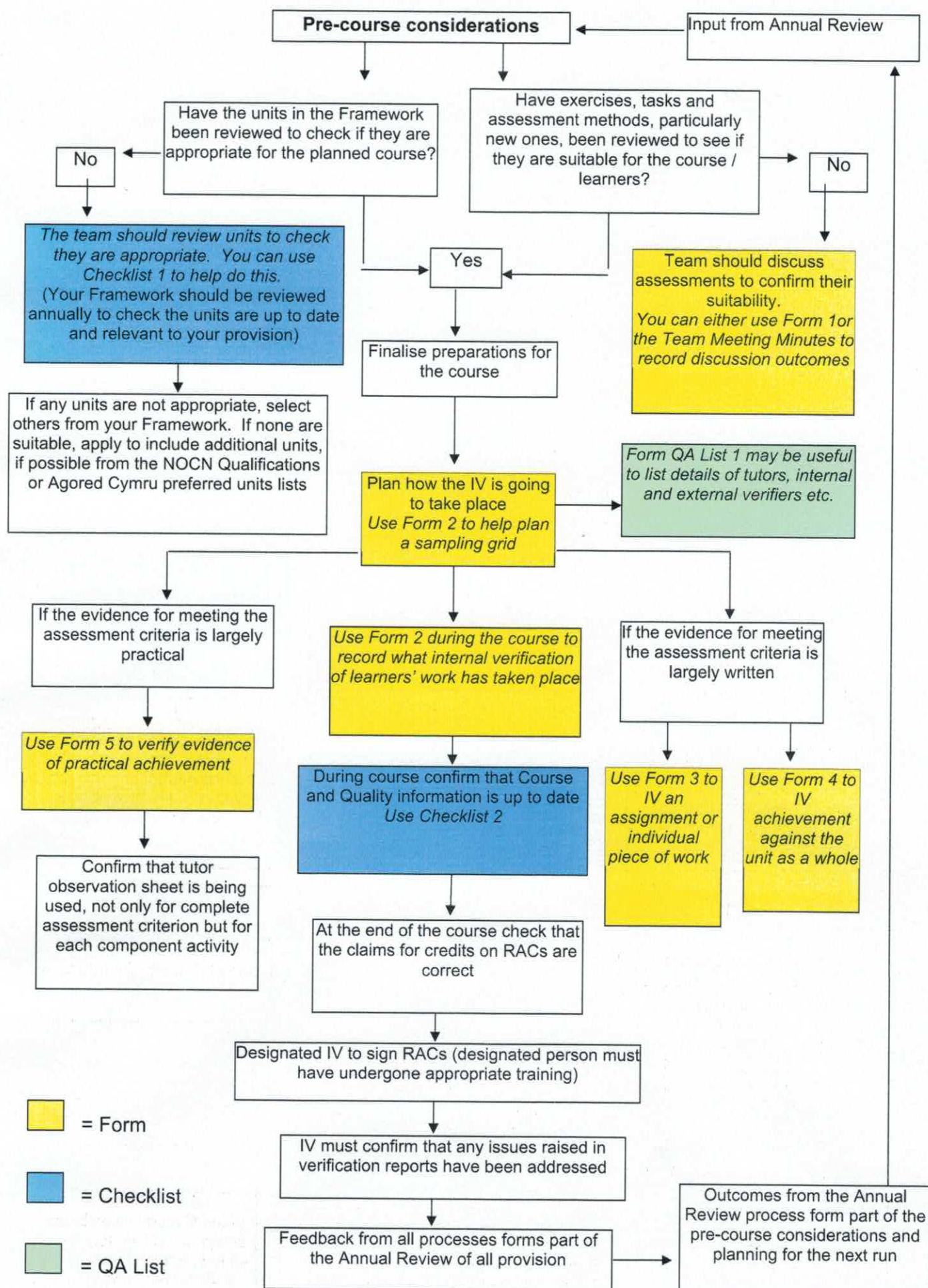
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## Appendix 1

### Processes for Internal Verifiers





## Appendix 2

# Tir Coed Internal Verification Plan Checklist



Project: CAN / EG Course Title: ..... Site: .....  
Unit Code: ..... Level ..... Credit Value .....

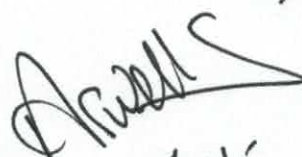
Please ensure that the following checklist is completed as part of Tir Coed's Internal Verification process.

*Template Forms produced by Agored Cymru			
WHEN	WHAT	ACTION / CHECK	DONE
<b>Pre-course Checks</b>		Complete Checklist 2*	
		Learner Policies (inc. Complaints Procedure) available for all Learners	
	<b>Delivery</b>	Unit is part of Tir Coed Framework	
		Unit is at an appropriate level for Learners	
		Staffing is appropriate for proposed course	
		Staff Induction has been completed	
		Risk Assessment completed for – Activity	
		Risk Assessment completed for - Site	
		Resources – are the appropriate tools & equipment in place?	
	<b>Assessment</b>	Registration of Learners	
		Workbooks created including Agored Cymru Unit outline	
		Relevance of workbook tasks has been agreed at monthly Team Meeting	
		Agored Cymru – Internal Verification 'Good Practice Guide' available for Tutor	
	<b>Evidence</b>	Complete Teaching & Assessment Plan	
		Workbooks cover all Assessment Criteria	
		Assessment Criteria approved at monthly Team Meeting	
		Learner Tracking sheet in Tutor File	
		Attendance List in Tutor File	
<b>On - Course Monitoring</b>	<b>Record Activities</b>	Learner Tracking sheet completed by Tutor	
		Attendance sheet completed by Tutor	
	<b>IV Planning</b>	IV Planning table – Form 2* ( Who )	
		Discuss & identify activity/task to be I.V'd with Tutor	
	<b>IV Implementation</b>	Complete Form 3*	
		Copy Form 3* for Tutors to read & sign	
		Complete Form 5*	
		Copy Form 5* for Tutors to read & sign	
		Insert dates into Form 2* after IV visit(s)	
		Ensure Learner Authenticity sheet signed	
		Ensure Learner Monitoring & Feedback forms completed	
		Course Evaluation meeting with Tutors	
<b>Post - course Checks</b>	<b>Confirmation of Achievement</b>	Formal Tutor Appraisal undertaken	
		Ensure Tutor Feedback sheet for Learner completed	
		Ensure Tutor feedback sheet signed by Learner	
		Receive copies of completed workbooks & Complete Form 4* (if appropriate)	
		Ensure RAC's *signed by Tutor & IV	
		Send RAC's* to Agored Cymru	
		Certification distributed & tracked	
		Feedback to Team Mtg re: IV processes, outcomes & Curriculum planning	
	<b>Standardisation – Internal</b>	Confirm accurate claims for credits by sampling	
		Complete Review of unit (assessment methods, evidence, course documentation) – Checklist 1* (if appropriate)	
		Tutor file & copies of Learner workbooks kept	
		Date for Internal Standardisation Event for Tir Coed Tutors	
	<b>Standardisation – External</b>	Nominated Tir Coed IV Rep to attend Regional Standardisation Event	
		Attend relevant Agored Cymru Training / Networking Events	

Internal Verifier Signature ..... Date .....

Print Name .....

  
25/9/15

  
25/09/15