



Internal Verification/Quality Assurance Policy

(Including Archiving Guidance - IQA and Assessment Documentation)

Current publication date	Responsibility of	Next publication date
March 2024	Vice Principal (Education) (Head of Centre)	March 2026

Internal Verification is a centre devised quality assurance process which assures the assessment against the external grading criteria and that assignments are fit for purpose.

Aims:

1. To ensure that IV is valid, reliable and covers all assessors and programme activity.
2. To ensure that the IV procedure is open, fair and free from bias.
3. To ensure that there is accurate and detailed recording of IV decisions.

Actions:

- Ensure that all centre assessment briefs are verified as fit for purpose.
- Verify an appropriately structured sample of assessor work from all appropriate accredited programmes to ensure conformity to the relevant standards and external verification requirements.
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.

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- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised IV documentation.
- Use the outcome of internal verification to enhance future assessment practice.

Purpose/Scope:

- To ensure that assessment is accurate, consistent, current, timely, valid, authentic and to relevant external standards.
- To ensure that the assessment instruments are fit for purpose.
- To assure the assessment of all accredited programmes delivered by the centre.
- To be part of an audit trail of student achievement records.
- To provide feedback to inform centre quality improvement.

Practice:

Staff Briefing: All assessors and IVs require periodic briefing on processes relating to specific examination boards.

Verification schedules: Annually agreed to cover all assessors. Assessment schedules should be drawn up and monitored through the year.

Internal verification of assignments: Carried out before use to ensure that they are fit for purpose, and that any recommendations are actioned.

Internal verification of student work: Should verify the standard of the student's work. Assessors do not internally verify their own work. Assessor feedback and support should be given. The process does not involve the student.

IV records: Are correctly maintained in a secure place for 3 years after certification. Centres should use standard forms for the process: see Pearson / AQA web site.

Supporting Documents:

- Programme Specifications: These provide guidance on assessment for each qualification. All teaching should have access to the relevant specification.
- Examining Body Assessment & Grading Policy
- Centre Guide to Assessment: Planning, Design & Delivery: A valuable resource for centres in planning, quality assuring and delivering accredited programmes

Archiving Procedure

It is a requirement of Awarding Bodies that KLDC Sixth has an archiving procedure in place to ensure the **secure** storage of the following (linked to assessment and verification) for a minimum of **3 years** following certification (or in line with Awarding Body requirements if longer than 3 years) and to be made available to Awarding Bodies upon request:

- Assessment briefs with Internal Verification/Internal Quality Assurance records;
- Internal Verification/Internal Quality Assurance records of student work (but not the student work) detailing who quality assured what and when, the sampling strategy, including the sample selected;
- Student assessment records detailing who assessed and when, the assessment decision and the assessment methods used;
- Student authentication records;
- Student examination papers (internally marked);
- Details of standardisation meetings;
- Student tracking for each unit which show achievement on a criterion basis;
- Information which shows the final award for each unit and the overall grade awarded for the programme;
- Records of student appeals (who appealed, about what, when and the outcome);
- Records of student complaints.

KLDC Sixth must also retain/have access to student portfolios at least until the EQA visit has taken place following certification.

Awarding Body guidance states that the minimum amount of time for holding student work is 12 weeks after certification of the largest qualification that the student is completing - this means following any top-up qualification that they may do at the same level.

To retain DCS, awarding body advice is that KLDC Sixth must keep a sample of student evidence and retain all associated records of assessment and IQA activity for the next EQA visit, for all qualifications/units for which DCS has been granted. This enables the EQA to review completed portfolios for a sample of students who have been directly certificated since their previous activity, as part of the centre's on-going compliance monitoring against awarding body centre approval and the centre agreement requirements. These checks ensure that standards are being consistently maintained, allowing awarding bodies to take action if they are not.

The Vice Principal (Education), the Principal and the Exams Officer will identify appropriate **secure** storage facilities e.g. lockable cupboard, storage on KLDC Sixth electronic system (scanned documents). Access to the secure storage facilities is to be restricted.

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Lead Internal Verifiers are responsible for collating IV/IQA information from course tutors during the academic year.

Lead Internal Verifiers to keep a tracking record of information collated within their Lead IV/IQA file to ensure information is kept securely for 3 years (to be made available to the Awarding Body Quality Reviewers during Annual Quality Reviews and to EQAs during EQA activity).