

NYY Training Policy and Procedure:

Internal Verification Policy.

Internal Verification (IV) is a process in which assessment practices and decisions are regularly sampled, reviewed and evaluated. Suggestions and findings resulting from IV are then acted on to improve standards and ensure consistency and fairness.

The Internal Verification system ensures:

- A forum for discussion of borderline cases
- Reduction in the level of direct external verification scrutiny
- Valid, reliable and consistent Award of Credit
- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable
- Clarity for learners about assessment requirements
- Effective preparation and presentation for external verification
- Regular review of the learning program
- Tutor networking and sharing of good practice

The Process

The tutor (or assessor) will assess the learners' work and record their assessment decisions in the Learner Assessment Handbook.

There will be a meeting before the start of a course to ensure that all tutors are clear about assessment requirements. Tutors will all use the same assessment task sheets to record achievement.

The internal verifier will sample assessed work to ensure that the assessment criteria has been met and that the workload for learners is appropriate to the level and credit value of the unit.

Internal verification will take place within approximately 4 weeks of a course ending.

The internal verifier will liaise with the external verifier, where appropriate, regarding dates for signing off RACs, samples required and meeting with tutors and learners. Internal verification paperwork will be completed prior to the external verifier's visit.

All tutors will have access to assessment guidance and a copy of internal verification paperwork.

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The sampling process will comply with the Certa Access to Fair Assessment Policy and Procedure.

The sample will consist of all assessed work completed to date when there are 5 learners or less. When there are more than 5 learners a minimum of 5 learners work must be checked or 20% depending on whichever is the greatest. Where possible the sample will include an element of random selection. All aspects of the course must be considered over time if not at each IV activity. Factors to consider are:

- Sites of delivery
- Tutors/assessors
- No. of units
- Delivery methods
- Previous IV recommendations
- Assessment methods
- Special arrangements
- EV recommendations
- Borderline cases
- Unit levels

The Learner Assessment Handbook will be kept at NYY headquarters. The internal verifier will select the sample from these. The internal verifier will provide feedback to the assessor and tutor on the outcome of internal verification. Any action points identified must be followed up by the tutor or assessor.

All internal verification records will be made available to the external verifier.

The internal verification process will be reviewed annually and any changes/recommendations will be recorded.

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