

SGOIL LIONACLEIT

Internal Verification Policy

General Principles

1. It is essential that assessment decisions are in line with the qualification standards. The internal and external verification process is in place to ensure that all assessments are applied consistently for all candidates and that the final judgement is accurate, reliable and recorded.
2. Internal verification should be ongoing throughout the course, with feedback being given to the teachers/assessors. There should be evidence of feedback being actioned where necessary.
3. Summative internal verification must be carried out prior to candidates being entered for external verification. Only those teachers/assessors whose candidates have fully met the standards can be entered for external verification. Entering those who have not met the standards will jeopardise the success of those who have met the standards. If a teacher is found to be entering candidates for verification who have not met the standards, disciplinary procedures may be involved.
4. It is the responsibility of all staff to participate in the verification process by keeping the necessary records attending relevant meetings and submitting marked pupil work as requested.
5. All assessment evidence which has been internally moderated must be kept in Sgoil Lionacleit until after the external verification is completed. The work remains the property of the candidate according to the requirements of the relevant awarding body.

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Internal Verification Process

First 6 weeks of term

- Establish members of student cohort
- Establish levels that these candidates will work on
- Register candidates with awarding body
- Allocate Internal Verifier to teacher/assessor for course(s)/level(s)
- Internal Verifier to approve proposed Scheme of Work and assessments
- Internal Verifier to draw up a sample plan, which is not shared with assessor.

2nd half of first term

- Sgoil Lionacleit Examinations Officer to ensure that all Internal Verifiers and Assessors have met
- First round of formative internal verification to be conducted. One copy of feedback sheet to be given to Assessor, one to be stored centrally with the Examination Officer for auditable purposes
- Meeting held to discuss issues arising from first round of internal verifications – minutes taken

1st half of second term

- Second round of formative internal verification to be conducted. Documentation to be copied as before and stored centrally
- Any action noted by the Internal Verifier on the first round to be checked and signed off
- Meeting held to discuss issues arising

2nd half of second term

- Third round of Internal Verification to be conducted. Documentation to be copied as before and stored centrally
- Any ongoing issues to be addressed and signed off
- Meeting held to discuss issues and plan for external verification

1st half of 3rd term

- Examinations Officer to establish candidates and units to be put forward for external verification
- Summative internal verification to be conducted
- Arrangements to be made for External Verification

2nd half of 3rd term

- External Verification takes place
- Meeting to be arranged to discuss feedback from External Verifier and plan put in place to address any issues arising

Minutes from Internal Verification Meetings

Persons present:	Date:
Issues arising:	Action agreed/person(s) responsible:
Date agreed for next meeting:	

Feedback to Assessor Sheet for Formative Internal Verification

Candidate name:		Date:
Assessor name:		
Internal Verifier name:		
Qualification title:		
Unit(s) moderated:		
Comments/feedback on how assessment/evidence meets the standards:		
Comments/feedback on completion of mandatory paperwork:		
Assessor signature:		Date:
Internal Verifier signature:		Date:
Date agreed for any action identified to be completed by:		
Internal Verifier signature to confirm action completed:		Date: