

## Quality Assurance for schools

Imaging Partnership's quality assurance management service promotes the management, governance and awareness of the proper use and distribution for Imaging Partnership systems through expert services.

Its goal is to provide you (as a school) with the most up-to-date knowledge, best practices and tools to manage and maximize your Imaging Partnership investment.

The range of services are based on a unique mixture of Imaging Partnership solutions and licensing policies expertise and proven methodologies. Each of its services has been designed to address specific Imaging Partnership solution management requirements and to deliver long term value.

Organizations use Imaging Partnership License Management Services to:

- Obtain education on Imaging Partnership solution management and best practices
- Identify potential needs in meeting regulatory standards

Our Certification Program (for practitioners / consultants working in schools) is made up of:

- Course Submission Form
- Approved Courses for working practitioners
- Testing and Registration
- Written Exam

## Internal verification policy for delivery partners

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### Introduction

This document is a statement of the policy and broad procedures for internal verification to be operated throughout Imaging Partnership. The company is committed to ensuring quality of provision and recognises that internal verification is an integral function to achieve this. The company also recognises the need for staff time and relevant staff development and training to provide effective internal verification.

## What is internal verification?

Internal verification is an integral part of the quality assurance system whereby assessment will be monitored and standardised. It encompasses a range of duties which include:

- verification of assignment briefs
- portfolio sampling of students assessed work
- observation of assessment practice
- feedback, advice and guidance to assessors and action monitoring
- standardisation meetings
- liaison with external verifiers/moderators as required
- maintenance of relevant documentation
- involvement in appeals over assessment decisions

These duties may vary according to the type of qualification [eg. QCF, Customised, non accredited]]

## The Internal Verifier [IV]

The internal verifiers are the quality assurance link between the external verifier/moderator and the assessors within the company. They are central to the system and must be identified in the IV plan/schedule at the start of a programme.

Internal verifiers:

- have sufficient occupational expertise, and be up to date as defined by the awarding body, to be able to make valid judgements on assessment decisions made by assessors for awards for which they are responsible
- will understand the relevant national standards relating to the awards
- for QCF will hold TDLB unit D34/V1 Award /IQA (Staff working towards the qualification can carry out IV under the supervision of a qualified Internal Verifier)
- will be an experienced assessor having undertaken relevant staff development
- new internal verifiers will have a clear action plan for either achieving unit IQA or undertaking IV Staff Development within twelve months
- will not internally verify evidence which they have assessed
- will ensure that regular meetings take place between all those involved in assessing a programme within the company, including any satellite sites.

Internal verifiers are responsible for:

- ensuring that assignment briefs are appropriate and cover all assessment criteria
- ensuring that all assessments carried out are valid, reliable and accurately assessed
- advising and supporting assessors
- ensuring accurate records of assessment and internal verification are maintained

## Time allowance

Internal verifiers will be allocated an amount of time per candidate per year. This will be reviewed by the senior management team prior to the start of each academic year, and will take into account any changes in duties and responsibilities of internal verifiers required by the awarding bodies.

Partnership Directors will allocate and approve the requisite hours.

## Staff Development

The Company will provide appropriate staff development and support to ensure all internal verifiers are appropriately qualified, and/or trained. Staff appointed as internal verifiers will be required to gain the relevant qualification or undertake staff training within twelve months.

## Procedures

All internal verifiers will be expected to carry out as a minimum the following procedures. In addition there may be more detailed company systems and requirements relating to specific types of qualification.

At the start of the programme, with the Course Leader and/or team

1. Agree Internal Verifier timings
2. Agree Internal Verifier sampling
3. Verify assessment opportunities that are planned and/or assignments written
4. Ensure standardisation of assignment briefs and assessment

During the programme

1. Ensure that policies and procedures of the awarding body are correctly implemented and advise assessors accordingly.
2. Identify any staff development needs relating to assessment and refer to Course Leader for action and follow-up with Staff Development Manager
3. Verify assessors decisions by sampling students work.

The internal verifier will:

- check the assignment brief against the assessment criteria
- check the work against the stated objectives/assessment criteria
- check that the assessment decision is correct
- verify any decisions on grading against the grading criteria [where applicable]
- maintain records of the verification and the feedback given to the assessor

The IV must be satisfied that the work submitted is valid, sufficient, current and authentic. This may involve observation of assessors at work or examination of students work. On occasion the IV may be involved in an appeal by a candidate against an assessment decision. A record must be made of the outcome of any appeal.

### Liaison with External Verifier/Moderator

The Course Leader or Awarding Body Co-ordinator will co-ordinate EV visits, or postal sampling, as requested, and ensuring that relevant people/resources are available for the visit/postal sample.

### Security and Confidentiality

All records of candidates must be kept in a secure location. Confidentiality of students files must be respected. There is a requirement to abide by the Principles of the Data Protection Act [1998/2003]/Freedom of Information Act whether details of candidates are kept on computer files or paper-based records.

This policy will be reviewed and amended in line with QCA and national awarding bodies requirements.

The following apply specifically to accredited programmes

- Internal verification of Assessment
- Sampling will be conducted on both an interim and summative basis to identify any issues at an early stage and ensure IV is not end loaded.

The IV will produce a clear strategy and sampling plan, to be agreed with the EV in order to ensure adequate IV.

All programmes will have a schedule detailing when IV is to take place.

Over any given period the IV will look at the assessment decisions of the whole team and ensure that the full range of assessment methods used is sampled.

### Monitoring Assessment Practice

The Internal Verifier is responsible for ensuring that national standards are being adhered to, identifying problems or areas where advice or guidance is required and ensuring that candidates are aware of and satisfied with the process.

It involves observing the assessors in action, looking at how they conduct an assessment, reviewing the quality of their assessment plans and records and giving feedback on their performance. The IV will:

aim to monitor all the assessors over a period of 6-12 months depending on the size and activity of the assessment team

give assessor constructive advice on all aspects of performance in private

keep a record of this discussion The IV will maintain current records of all assessors

## Standardising Assessment Judgements

The IV will hold regular Standardisation meetings with all assessors to ensure that each assessor consistently makes valid decisions, that all assessors would reach the same decision on the same evidence and that all candidates are assessed fairly. The frequency of meetings may vary depending on the size of the programme, and number of assessors, will normally be one per quarter.

The IV will develop and support assessors. This is particularly crucial when:

- the assessor is new
- standards change
- there has been external verification or inspection requiring follow-up action

Internal Verifiers will ensure that assessors receive:

- an adequate level of induction
- copies of relevant national standards
- the QCA Code of Practice / QCA guidance on assessing QCF
- copies or access to relevant policies and procedures
- information about support available
- information about awarding body/external verifier
- information about their candidates
- contact details for the IV
- regular skills/occupation competence updating

## Countersigning and Mentoring

- The assessment decisions of any unqualified assessor or internal verifier on an accredited programme will be checked and countersigned by an appropriately qualified assessor or internal verifier with relevant occupational expertise. The internal verifier will not also internally verify evidence which s/he has previously assessed and countersigned.
- The internal verify will sample an increased ratio of assessment decisions by unqualified assessors, and will monitor the implementation of the countersigning policy
- Any unqualified assessor or internal verifier will be given on-going support and guidance from qualified staff within the Company. They will be expected to gain the appropriate qualification (Assessor or Verifier Awards) within 12 months of commencing assessor or verifier activities.

## Registration of Candidates

For full QCF qualifications and assessor and verifier awards, all candidates will be registered promptly, so that claims for certification can be made promptly as required ensuring the 10 week rule is adhered to.

## Delivery and Resources

The IV is responsible for the overall quality of QCF delivery, including ensuring that adequate assessment resources exist, carrying out a quality assurance role and providing a link with the awarding body. S/he will arrange details of External Verifier visits and notify in advance the Manager responsible for Quality and Performance to arrange a suitable meeting time. All actions from previous EV reports will be closely monitored to ensure they have been addressed.

## Direct Claims

Portfolios of candidates for whom certification has been claimed via Direct Claim Status will be kept in a secure location for up to 6 months and be available for the next EV visit.

## Archiving

Assessor records and internal verification records will be kept for at least 3 years after certification for the purposes of external verification and resolution of possible appeals.

The IV will follow and disseminate the guidance in the following documents:

- QCA Code of Practice
- Joint Awarding Body Guidance (JAB) on Internal Verification
- Other relevant guidance checklists from awarding bodies and qualifications

## GLOSSARY OF TERMS

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**ASSESSOR** - The person who matches students work or performance against the elements/outcomes of a unit and who is responsible for grading decisions, where applicable.

**CONTEXTUALISED ELEMENT/LEARNING OUTCOME/ASSESSMENT CRITERIA** - A statement of the skills, knowledge and understanding a student must acquire and evidence.

**GRADING CRITERIA** - A statement of the skills, knowledge and understanding a student must acquire and evidence at different levels e.g. Pass; A,C.

**EVIDENCE** - A document or artefact that may be presented by a student in his or her portfolio as proof of performance.

**EXTERNAL VERIFIER/MODERATOR** - The person appointed by the examining board to check standardisation of assessment.

INTERNAL VERIFIER - The IV samples assessors decisions and monitors the assessment process in order to ensure that National Standards are being met.

NATIONAL STANDARDS - The standards set and regulated by the Qualifications & Curriculum Authority.

QCA - Qualifications and Curriculum Authority regulates all awarding bodies

QCF - Qualifications and Credit Framework is where all qualifications deemed eligible for public funding are housed

PORTFOLIO OF EVIDENCE - A referenced and indexed collection of work submitted by the student to claim accreditation for the units of the study programme.

RANGE - The context and limits within which a student must demonstrate the performance criteria of a unit element.

UNIT SPECIFICATIONS - The precise requirements of each unit of a qualification.

VERIFICATION - A system for checking that assessment decisions are consistent and fair. For each programme of study the verification process involves an External Verifier, at least two Internal Verifiers and a team of assessors. Not until all the elements/outcomes of a unit have been achieved can a student claim accreditation for the whole unit. [As part of the Internal Verification process every unit will be sampled and scrutinised].

## Information about our awarding body partner, Asdan

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Our customised accreditation through our nationally recognised awarding body ASDAN ensures that our qualifications are:

1. delivered in line with a nationally recognised awarding body's rigorous quality assurance requirements
2. certificates are awarded on achievement of nationally set standards
3. our tutor/assessors are qualified to deliver and assess to those nationally set standards
4. our programmes are monitored and checked by external quality assurers from ASDAN
5. all our learners receive a certificate that recognises their achievements and rewards their hard work and their success

### Our connection with Asdan

- The accredited programmes reward pupils with a total of six credits (per programme) which can be counted towards the valued ASDAN Personal Development Programmes or the Certificate of Personal Effectiveness (CoPE) at secondary school level.
- ASDAN has an awarding body status and is approved as an Awarding Organisation for qualifications within the Qualifications and Credit Framework (QCF), regulated by Ofqual. ASDAN is also recognised by the Department for Education.

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