

## PS46 ASSESSMENT AND INTERNAL VERIFICATION POLICY

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Policy Name	Assessment and Internal Verification Policy
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Version	Amendments	Date	Initials	Publish on Website?
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1.1	3 year review			Yes

### 1.0 Purpose

Portfield School is committed to internal verification/moderation as part of a quality assurance process for qualification where elements of coursework/continuous assessment form part/all of the summative assessment.

Portfield School recognises that a robust process of internal verification/moderation ensures that assessment is fair to all candidates and staff and promotes equality of opportunity. Essentially the process should be perceived as supporting the candidates and ensuring that the individual awarding body regulations are applied consistently.

### 2.0 Objectives

- To assess students' work with integrity by being consistent and transparent in our assessment judgments and processes so that the outcomes are fair, reliable, and valid.
- To ensure that assessment standards and specifications are implemented fully (both in spirit and in letter), so that no risk is posed to the reputation of the awarding bodies or the qualifications we offer.
- To establish quality control and recording mechanisms for assignments and their assessment through a system of sampling, moderation and internal verification, as appropriate to the requirements of the courses we offer.
- To provide a learner-centred approach to assessment, which provides opportunities for students to achieve at levels commensurate with the demands of their programmes.

### 3.0 Range and Scope of Policy

The range of the policy covers all courses offered at Portfield School but may well apply to other assignment-based courses should they become part of the curriculum in the future.

### 4.0 Assessment

Internal Assessment is defined as the process where staff makes judgments on evidence produced by students against required criteria for our qualifications. All Portfield School devised assessment materials must be internally and/or externally verified before being issued to students.

- Completed student assignments will be assessed internally, be subject to internal verification and external moderation by the awarding body.
- Students must be left in no doubt that any grade awarded will be subject to internal and/or external scrutiny, (moderation) and that ultimately the final decision rests with the awarding body.
- The Assessor is responsible for ensuring that assessment processes are consistent and transparent, that evidence is valid, sufficient, and authentic and that judgment of evidence is valid and reliable.
- Students will be given an interim deadline for each assignment. Following feedback, a new deadline will be set after which the work is assessed, and the outcome entered on the student study sheet. The assessment decisions are then internally verified according to the procedure outlined below. There is a further opportunity to improve assignments before the final deadline.
- All coursework must be handed in on the stated date. If work is handed in late, a decision about whether it should be marked will be taken by the Course Leader.

## 6.0 Role of the Assessor

The role of the assessor is to:-

- Set tasks which allow students to demonstrate what they know, understand, and can do so that they have opportunities to achieve the highest possible grades on their courses.
- Ensure that learners are clear about the criteria they are expected to meet in their assignments and that they are fully briefed on the skills which need to be demonstrated in the coursework / portfolio components of a subject.
- Encourage students by giving detailed feedback and guidance on how to improve work.
- Set interim deadlines for coursework and advise students on the appropriate amount of time to spend on the work, ensuring it is commensurate with the credit available.
- Mark and return drafts within two weeks of submission.
- Adhere to the Awarding Body's specification in the assessment of student assignments.
- Record outcomes of assessment using appropriate documentation. Outcomes will be held secure for three years, measured from the point of certification. Associated Internal Verifier records should also be kept, to support and verify the decisions that were made for the cohort.
- Ensure each candidate signs to confirm that the work is their own and that it is endorsed by the teacher after marking the work. A completed original document must be securely attached to the work of each candidate and to that of each sample request.
- Provide accurate records of internally assessed coursework marks to the Exams Office in a timely manner for transfer to the awarding body.

## 6.1 Internal Verification

- The Internal Verifier is at the heart of quality assurance on all programmes. The role is to ensure that internally assessed work consistently meets national standards but can also lead to staff development and quality improvement.
- Each course will have an identified Internal Verifier (IV) who is not otherwise involved in the assessing or setting of work for the course.

- Internal Verifiers will have the knowledge and qualifications relevant to the qualification(s) and other competence-based award(s) for which they are responsible to enable accurate judgments' to be made regarding candidate performance in relation to competence criteria.
- Provision will be made for communication between course teams to share 'best practice' and areas of concern. Typically this will be achieved through meetings of Internal Verifiers at which standards and processes are discussed to maximise consistency between courses.

## 6.2 The role of the internal verifier:

- Ensure that all assessors/tutors have copies of current standards/syllabuses that they are assessing.
- Ensure that assessors/tutors give students full information about how the award is assessed, and the appeals procedure.
- Support assessors/tutors by holding meetings, keeping a log of contact and keeping records of the contact.
- At the beginning of the course set a sampling plan setting out how the assessments will be checked through the year and when.
- Keep records of all assessments checked and give assessors/tutors clear feedback.
- Ensure that all assessments are conducted in line with award body guidelines.
- Ensure that assessments are checked throughout the course and a variety of evidence types seen.
- Liaise with Exams Officer to ensure that all details of the qualifications are current.
- Devise any additional record keeping required for the qualification or, with the Exams Officer / Senior Leadership Team, adapt proformas to be more appropriate.
- Ensure that action points identified in the moderation/external verification reports are addressed.
- Ensure that candidates who have additional needs or special assessment requirements are appropriately supported in the assessment and the support given recorded.
- Ensure that all records of candidate registration and certification claims are kept in a course folder which is maintained from year to year.

## 6.3 Outline of Internal Verification/Moderation Systems

### Before the start of a course check:

- Assessors/tutors and Internal Verifier have current standards/syllabuses.
- All candidate information, is reliable and contains an appeals procedure form.
- Check any specific dates for registration and costs, if available.
- Any changes to the previous year's assessment/verification team are notified in accordance with the award body's regulations.
- Meet assessors to identify any support/development needs and record them as training needs.
- Agree with the Exams Officer what recording systems must be completed for the scheme.

### 6.4 Once the course has started:

- With the assessor(s)/tutors, draw up a sampling plan/strategy for the year to identify when and what evidence will be checked during the course – a proforma. This can be

specific to an individual awarding body's needs, or the school's own standardised template.

- All candidates must have some evidence internally verified.
- Some assignments for all candidates must be sampled for standardisation.
- Identify appropriate times to observe assessments being conducted.
- Ensure that assessors complete records and distribute forms so that candidates are registered with the award body according to its regulations.
- Meet with assessors/tutors to ensure they are supported and guided. Record any meeting.
- Keep a record of communication between IV/IM and assessor/tutor either on a log or keep copies of emails, etc.
- Identify with assessors any candidates who have special assessment requirements and agree provision.
- Keep records of any potential appeals and adopt practices as outlined in the appeals policy.

#### **6.5 Throughout the course:**

- Check assessments made by the assessor giving feedback and recording the process.
- Ensure that all candidates' work is being checked so that the assessor is clear about the quality of his/her assessments.
- Set a date with the External Verifier/Moderator via the Exams Officer for a visit to check the internal quality systems.

#### **6.6 At end of course:**

- Ensure all candidate work has been assessed and sampled for internal verification/moderation.
- Complete appropriate records for the certification claims in conjunction with the Exams Officer who will submit all claims and handle certification.
- File all records in the ongoing course folder.
- Keep records of candidates who have not completed and liaise with the Exams Officer to draw up appropriate provision for the candidates.

#### **7.0 Review**

Every three years.