

Internal Verification Policy

Trustee Owner	Andrew Counsell
Effective date:	18/7/22
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Related documents	Assessment Policy Appeals Policy Malpractice or Maladministration Policy Assessment Policy Recognition of Prior Learning Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan	First Draft	Andrew Counsell	18/07/22

Purpose

Newton Rigg Ltd recognises that both accredited and non-accredited courses require learners to provide evidence of their learning through assessment. Assessment can be managed in different ways and be conducted through various means. Assessment needs to be fair, so that the same piece of work is not judged differently by different assessors.

An Internal Verifier (IV, also known as an Internal Moderator) ensures that assessors are carrying out fair assessments and keeping up to date records. They generally manage the process across an organisation, involving all assessors. The IV will also liaise with the awarding body moderators whose role is to ensure that the 'quality management' carried out by the IV is working effectively.

This policy is designed to provide guidance to tutors, instructors, assessors, moderators and students regarding how we ensure that our assessment processes are fair and transparent by the use of IV processes.

Scope

This policy applies to all tutors, instructors, assessors, moderators and students.

Newton Rigg Ltd staff and or its representatives are responsible for the maintenance, review and improvement of this policy.

Responsibilities and Duties

Newton Rigg Ltd will designate an appropriate lead tutor per curriculum area to act as the organisation's IV for that subject.

The Lead IV's responsibilities are:

- Attend Internal Moderator training as appropriate.
- Verify the assessment judgements made by each tutor across a range of units, sampling all programmes.
- Check that the different assessment tasks are comparable.
- Check individual tutor/assessor assessment records.
- Provide clear records of all internally moderated assessments for external moderation or quality audit.
- Provide feedback to individual tutors/assessors.
- Share good practice in assessment.
- On a termly basis meet with students and review their course evaluations.
- On an annual basis formally review the Learning Programme in consultation with students and tutors.
- Arrange termly standardisation meetings with tutors/assessors
- Act on any recommendations provided in awarding body reports.

The Lead IV's are managed by the Education and Training Manager.