

# Internal Verification Procedures and Sampling Policy

also known as *Internal Moderation Policy*

This policy covers all the vocational qualifications delivered by Egerton Rothesay School, and across all awarding organisations where Egerton Rothesay School continues to be an approved centre.

Egerton Rothesay School operates on the basis of one assessor per vocational qualification, with an allocated Internal Quality Assurer/Internal Verifier, along with support from a senior leader where this is required.

Mr Nana Osei is our current **BTEC** Quality Assurance Nominee **17104**

Mrs Emma Allum is our current **NCFE** Centre Quality Assurer **8467282**

Mrs Nicky Moxon is our current **AIM** Qualifications **161237** and **ASDAN 25494** centre contact for quality assurance.

## Plagiarism and use of artificial intelligence tools (AI)

- Pupils are made aware of the importance of submitting their own independent work for assessment and ensuring that the final product is in their own words.
- Pupils are made aware of the importance of referencing the sources they have used when producing work for an assessment including books, articles, magazines, websites etc.
- If any sections of their work are reproduced directly from AI generated responses, those elements must be acknowledged and referenced by the pupil.
- Pupils who misuse artificial intelligence (AI), such that the work they submit for assessment is not their own, will have committed malpractice.
- Teachers and assessors will only accept work for assessment which they consider to be the pupil's own, and where there are doubts about the authenticity of pupils' work this will be investigated and appropriate action taken.
- If work submitted to an awarding body is subsequently found to have been plagiarised, the awarding organisation will impose sanctions which may include non-certification of the qualification.

## Internal Quality Assurance/Internal Verification Sampling Strategy

Internal Quality Assurers/Internal Verifiers will implement the following sampling strategy.

Sampling will include:

- All assessors over a 12 month period
- All units for the validity of assessment decisions for each assessor over a 12 month period including mandatory and optional units
- The full range of age, gender, new starters, midterm and well-established learners
- The full range of evidence and assessment methods
- Interim and summative assessment decisions - Internal verification will not be an 'end' process.

## Standardisation of Assessment Judgements

IQAs/Internal Verifiers are responsible for ensuring:

- written feedback to assessors contributes on an ongoing basis to the standardisation of assessment decisions.
- internal moderation practices are fair, open, valid, reliable and meet the requirements of the awarding organisation.
- accurate and detailed records are kept of internal moderation decisions.
- that standardisation meetings:
  - focus on any revisions to the standards and how they differ from old standards, areas identified through monitoring where evidence has been difficult to generate.
  - focus on validity, sufficiency, currency, and authenticity of the evidence reviewed at the meetings - use actual learners' portfolios/evidence.

- develop a supportive non-threatening environment where the assessor is willing to share issues and concerns, in order to ensure that the assessor makes valid assessment decisions.

### **Monitoring Assessment Practice**

The IQA/Internal Verifier will monitor the assessment process and will:

- Ensure that there is a clear and accurate audit trail of the internal verification and assessment processes relating to each learner incorporated within the IQA's/IV's and assessor's records as well as the portfolio itself.

### **Development and Support of Assessors**

- Newly qualified, newly recruited, or unqualified assessors will be supported to reach confirmed effectiveness, reliability and quality of assessment decisions and practice.
- The Head of Centre researches suitable qualification courses for assessors' CPD, and hosts support meetings with individual assessors and an allocated senior leader.
- The Head of Centre deploys senior leaders to support assessors on a one to one basis.
- In addition, the IQA/Internal Verifier will meet up to four times a year to give regular feedback to the assessor regarding their assessment practice and the outcome of any sampling.
- The Quality Assurance Team hold group meetings across all NCFE, BTEC, AIM and ASDAN vocational qualifications.

### **Staff Training**

- Egerton Rothesay school staff attend INSET events with external speakers, complete whole school Educare Courses, attend 'in house' training events, and first aid training as applicable.
- Egerton Rothesay School supports assessors and Internal Quality Assurers/Internal Verifiers in meeting their professional development needs.
- Assessors are encouraged to attend webinars provided by their respective awarding bodies.
- ASDAN assessors are encouraged to book meetings with their Regional Manager.
- All assessors and IQAs/Internal Verifiers are required to maintain their own CPD plans and have them available at every External Quality Assurance (EQA)/External Verification (EV) visit, whether on-site or remote e.g. via Zoom, Teams etc.
- NCFE provides on-site support visits: £325 half day/ £650 full day.

### **External Quality Assurance (EQA)/ External Verification (EV) Certification**

Assessors are encouraged to contact their External Quality Assurer/External Verifier for guidance and support on the standards.

Assessors are encouraged to arrange their own EQA/EV visits subject to the criteria below:

- NCFE allows for two such visits per academic year, however these are per qualification GROUP sector.
- The **Preparation for Life and Work** GROUP consists of: Employability Skills, Volunteering, Managing Your Money, Personal and Social Development, and the Horticulture Units within Occupational Studies for the Workplace. In this instance Emma Allum (NCFE **Quality Assurer**) will arrange the visit - and all assessors must supply the required documents/be prepared to meet with the EQA on the date/time specified.
- External Quality Assurance visits should be booked as early as possible to get the best choice of dates - preferably booked for beginning of July at the very latest each year.
- Assessors/IQAs/IVs must ensure that all presented portfolios for external verification and certification meet all the requirements of the awarding organisation.
- Assessors and/or IQAs/IVs must contribute to EQA/EV visits and ensure that all action points from previous reports are addressed by the agreed target dates.

- The ASDAN PSD external moderation date is booked as part of the registration process, albeit two years in advance, as our ASDAN courses run over two years, and pupil registration must be made at the very beginning of the course.
- ASDAN Towards Independence programme's moderation is booked in the spring term for a date close to the beginning of July.

### **Equality and Diversity**

All staff will undertake an appropriate anti discriminatory approach in all that they do as part of the centre policy.

### **Health and Safety**

It is the responsibility of all staff to operate appropriate health and safety mechanisms as part of the centre policy.

### **Data Protection**

It is the responsibility of all staff to store and allow access of data in accordance with the centre policy.

### **Contributing to the Quality Assurance Process**

Assessors must complete all their assessment records in accordance with this strategy and the awarding organisation specifications within a realistic time frame.

All assessors must attend department and standardisation meetings.

Submissions for Internal verification:

- It is the responsibility of learners to submit evidence for assessments.
- It is the responsibility of the assessor to submit assessed evidence for internal verification and to ensure that all documentation has been completed, prior to submitting for external verification and certification.

### **The External Quality Assurance Monitoring Visit Report**

- The report is emailed from the awarding organisation to both the assessor and Exams Officer usually the day after the visit.
- This is reviewed carefully and any action points noted, highlighted and forwarded to the Head of Centre and Quality Assurance Nominee/ Centre Quality Assurer.
- The Head of Centre, with the Quality Assurance Nominee/ Centre Quality Assurer, and designated Senior Leader put in place extra support, training and other measures to address the action points by the given deadline on the report.

### **ASDAN Moderation Feedback Report (MFR)**

- A Provisional Statement of Results is emailed from the External Moderator on or just after the date of external moderation.
- Notification of the availability of the Moderation Feedback Report is emailed direct from ASDAN (titled 'Certification Update') approximately 2-3 weeks after the date of the external moderation and during the school summer holidays.
- The ASDAN email contains a link to download the Moderation Feedback Report from the ASDAN website (however the ASDAN site has just been revamped and this link is now causing an error). The online chat advice is to email: [qualifications@asdan.org.uk](mailto:qualifications@asdan.org.uk) to ask them to send the report direct.
- In September each year the Exams Officer/ Centre Quality Assurer will review the MFR with the Internal Moderator, ensuring the standards are checked carefully and disseminating information to the assessor(s).
- Any actions required will be noted, with any serious implications flagged to the Head of Centre.
- Allocate actions to appropriate person e.g. Internal Moderator or Assessor.
- A yearly plan to be created for the new cohort, addressing the MFR outcomes.

- Complete the first step of the the internal moderation report template.
- Submit to External Quality Assurer (EQA).

**Nicky Moxon – Exams Officer**  
**October 2023**

## Appendix

### Internal Moderation meeting notes

Date:

Present:

	<b>KEY ACTIONS</b> (from meeting today)