

CVQO Internal Verification Policy

Aim

1. To ensure that there is an accredited Lead Internal Verifier in each principal subject area
2. To ensure that internal verification is valid, reliable and covers all assessors and programme activity
3. To ensure that the internal verification procedure is open, fair and free from bias
4. To ensure that there is accurate and detailed recording of internal verification decisions

In order to do this, CVQO will:

- a) A Lead Internal Verifier is appropriately appointed for each subject area, is registered with the awarding organisation and has undergone the necessary standardisation processes
- b) Each Lead Internal Verifier oversees effective internal verification systems in their subject area
- c) Staff are briefed and trained in the requirements for current internal verification procedures
- d) Effective internal verification roles are defined, maintained and supported
- e) Internal verification is promoted as a developmental process between staff
- f) Standardised internal verification documentation is provided and used
- g) All centre assessment materials are verified as fit for purpose
- h) An annual internal verification schedule, linked to assessment plans, is in place
- i) An appropriately structured sample of assessment from all programmes, units, sites and assessors is internally verified, to ensure centre programmes conform to national standards
- j) Secure records of all internal verification activity are maintained
- k) The outcome of internal verification is used to enhance future assessment practice



Chief Executive

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