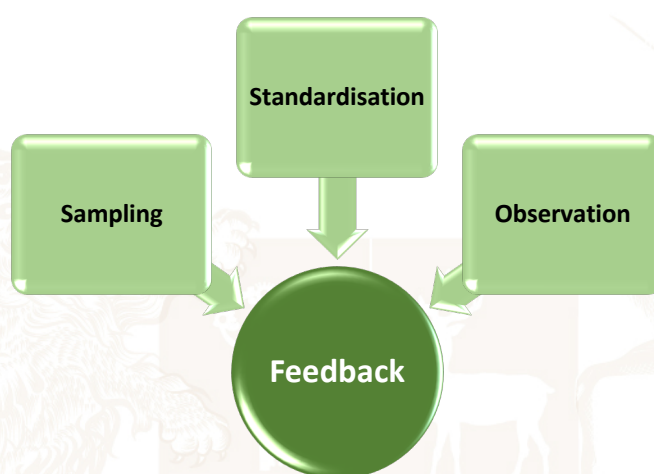




PROMOTING EXCELLENCE IN EDUCATION

Internal Verification Processes

At Notting Hill College, we continuously strive to maintain high standards in all areas. One of the ways we do this is through our Internal Verification Processes. Using these methods, we can ensure that every student receives the same level of education.



The Internal Verifier (herein referred to as IV) is responsible for the following duties:

- Develop a sampling plan whenever a sampling activity is going to occur.
- Monitor assessment decisions made by assessors by sampling.
- Undertake standardisation meetings with trainers & assessors.
- Undertake observations of trainers & assessors.
- Undertake feedback meetings after completing internal verification processes.

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Sampling

Sampling is when an IV reads a piece of assessed work and reviews decisions made that assessor (in relation to the feedback that has been delivered to the student.)

In order to complete the sampling process, the IV should develop a sampling plan to identify the evidence that the assessor will be sampled on. The sampling plan will include:

- the date(s) when this sampling will occur
- the assessor that will be sampled
- the student whose work will be sampled

It is vital that the IV looks at the previous samples of assessment decisions by all assessors in any given period. This will ensure continuity in their decision making. The IV will consider the following when making a decision:

- Has the assessor marked the student's work correctly?
- Has the assessor reached the correct decision?
- Has the assessor ensured that the student's work has met the assessment criteria?

The IV will then complete an Internal Verification Report which will include their findings on the assessor. This will include evidence of good practices and actions to be taken in future to improve.

Standardisation

All staff members who deliver or assess a qualification must do so to the same standard for all students. All trainers & assessors must be aware of the assessment methods involved with each qualification they are involved with. All trainers & assessors should be aware of what is and isn't acceptable work from a student and should all agree on this expected level.

Standardisation allows these things to happen. It will normally happen in the form of a quarterly meeting that is attended by all staff members that deliver or assess a qualification. The IV will lead standardisation meetings, have a clear agenda for the meeting and complete minutes (notes) for the meeting.

During a meeting, the IV will ask all staff members to review a sample of a student's work and come to a decision as a group. This will help all staff

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members to work to the same standard and have a unified view of what is deemed to be a pass or fail. An agenda for a standardisation meeting will include:

- the details of all staff members present
- any actions from previous standardisation meetings
- examples of submitted work and assessment decisions
- good practices that have been identified
- any updated quality assurance information
- any updates from the Awarding Organisation

Observation

The IV will undertake observations on all trainers & assessors to ensure that they are delivering/assessing a qualification correctly and that they are providing satisfactory feedback to students. Observations are used to:

- identify good practices
- identify areas for development/improvement
- ensure that quality standards are maintained

Examples of observations that an IV can undertake include:

- observing trainers during classroom sessions
- observing assessors during assessment

The IV will use the information obtained during observations to complete an Observation Report on each staff member.

Feedback

Once an Internal Verification Process has been completed, the IV will organise feedback meetings with staff members who have been monitored during the process. Each meeting will explain:

- any identified good practices
- any ways to improve their operation
- any actions to be implemented

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