



## ***Internal Verification Policy***

Date of issue: September 2026

Date for renewal: September 2028

2<sup>nd</sup> Edition

Author: Philip Parker

Internal Verification Policy Statement

An effective internal verification system ensures assessment practices and decisions are regularly reviewed and evaluated to ensure the validity of the award of credit. InspirED PD will have an appropriate quality system in place to underpin that delivery and evidence that it is implemented effectively.

Internal verification is a process by which the InspirED PD regularly samples and evaluates consistency and fairness. It involves two key processes – verification and standardisation and is carried out by a minimum of one internal verifier.

To maintain the integrity of the assessment process, internal verifiers will scrutinise the assessment practices and assessment decisions of tutors/assessors. Initially, all learner work must be sampled. The Lead Quality Reviewer will then advise on a reduction of sample when appropriate.

A plan of proposed internal verification activity must be developed before the cycle begins and reviewed annually. This must indicate what will happen, when it will happen, who is to be involved and how it is to be recorded.

InspirED PD will retain **samples of learners work until the next quality audit.**

InspirED PD will also retain the following **records** for a three year period from the end of the year to which they relate:

- Names of learners, dates of birth and contact address
- Unique Learner Numbers
- Title and accreditation number of each qualification and unit studied
- Name(s) of Assessor(s)
- Assessment records, including assessment decisions and reasons for the decision
- Names of Internal Verifier(s)
- Full records of the internal verification process i.e.
  - The internal verification plan
  - Minutes of internal verification meetings
  - The sample taken by the internal verifier, normally in the form of a matrix
- Any resulting action points and details of how and when these have been or will be addressed.

### Standardisation Policy Statement

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering provision, or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses. It is recommended that internal standardisation meetings include all tutors and internal verifiers concerned and that action plans are produced and followed up. The internal verifier for the course(s) has the responsibility for arranging and facilitating standardisation events. The outcomes of the standardisation process will be used to improve the assessment practice of tutor assessors

and bring about consistency of assessment decisions to safeguard the integrity of the award of credit and qualifications.

**Internal Standardisation provides:**

- Evidence of consistency and a common understand of credit value and level
- Opportunities for staff to share good practice in assessment, including writing assignment briefs, benchmarking, evidencing, providing feedback to learners and recording keeping.
- Opportunities for self-assessment and action planning towards quality improvement