



## **IQA & EQA POLICY**

Updated: September 2020. Next Review date: August 2021

### **1. Purpose of Internal Verification**

The purpose of internal verification is to ensure that the principles of assessment are met, in line with awarding body requirements.

Internal verification uses a range of processes to ensure that:

- Assessments generate sufficient evidence to allow apprentices to demonstrate that they have met the required standards.
- All assessors are familiar with the apprenticeship standard.
- Assessors reach accurate and consistent decisions for the same qualification for all apprentices in line with the requirements of the Institute for Apprenticeships and Technical Education (IfATE).

### **2. Internal Verifier Roles & Responsibilities**

The role of an Internal Verifier is of paramount importance to the overall success, achievement and positive outcomes for any qualification. Assessors who deliver and make assessment decisions for apprentices need support from their Internal Verifier.

The internal verification process is covered by four main areas:

- 2.1 Verify assessments
- 2.2 Advise and support assessors
- 2.3 Maintain records of assessment and internal verification
- 2.4 Preparing for external visits

#### ***2.1 Verify Assessments***

Internal Verifiers are required to:

- Sample assessment evidence
- Verify assessment decisions
- Ensure that assessments meet the requirements of the apprenticeship standard.

##### **2.1.1 Assignment Verification: all apprenticeships**

- Every assessment will be:
  - fit-for-purpose, i.e. addresses the assessment criteria required
  - based on the most recent specification
  - clear to apprentices in exactly what they need to do
  - compliant with awarding organisation requirements.

##### **2.1.2 Assessment Verification: all apprenticeships**

- For each cohort of apprentices, a sample of assessed work will be verified by one or more internal verifiers using the procedures, form(s) and sample sizes required by the EV organisation.

The method of selecting the sample will be recorded and clearly accessible. The verification plan must ensure that each apprentice's work is sampled at least once.

- Assessment and Verification of the sample should be completed within four weeks of completion.
- Assessment Verification must be used to record:
  - verification of the assessment decision(s) taken by the assessor
  - supportive, constructive, developmental feedback to the assessor
  - examples of good assessment practice.
- Internal Verifiers will organise the above procedures and report the outcomes to the team and to managers.

## ***2.2 Advise and Support Assessors***

Internal Verifiers are required to:

- Monitor and evaluate the effectiveness of the assessors
- Give advice and guidance
- Support/facilitate training for assessors where necessary
- Standardise the assessment process to ensure accuracy and consistency of standards in the assessment of EPA elements over time.

## ***2.3 Maintain Records of Assessment and Internal Verification***

Internal Verifiers are required to:

- Ensure that assessors use appropriate documentation and procedures correctly
- Ensure that documentation and systems are meeting regulatory and IfATE requirements
- Ensure that the records are stored securely and safely and for the times specified by an awarding organisation
- Ensure that records are available for external audits and verification.

## **3. Course Management**

### **3.1 Allocation of Internal Verifiers**

- There will be at least one Internal Verifier for each apprenticeship standard; some standards may require more and must meet awarding organisation requirements.
- Internal Verifiers must be qualified teachers with significant experience of teaching and assessing with the subject/standard.

### 3.2 Management and Staff Induction

- Before assessment begins, each standard must have the required Internal Verifiers in place.
- Each assessor new to the standard must have an induction that explains assessment, IfATE and ABET requirements.
- Before assessment begins, each assessor must have:
  - a copy of the most recent apprenticeship standard and associated guidance documents
  - a copy of the appropriate assessment, verification and quality assurance regulations
  - all associated 1st for EPA Ltd policies and procedures, including this document
  - the opportunity to work towards the appropriate assessor and verifier qualifications.

#### **Responding to Student Appeals on Assessment Procedures**

ABET's Complaints and Appeals Procedure allows for apprentices to appeal against assessment decisions made by ABET. Please refer to this policy should there be an appeal relating to assessment decisions.