

The RSL How to Guides

Writing an Assessment and Internal Verification Plan

Writing an Assessment and Internal Verification Plan	1
What is an Assessment and Internal Verification Plan?	1
How to structure your Assessment and Internal Verification plan.	1
Recommendations for Assessment Planning:.....	2
Making changes to an Assessment and Internal Verification plan during the academic year... 2	
Format for the Assessment and Internal Verification Plan.....	4
How to complete the Assessment and Internal Verification plan.....	5
External Quality Assurance of Assessment and Internal Verification Plans.	6
Further Reading:	6
Appendix 1: RSL Assessment and Internal Verification Plan External Quality Assurance Report Form.	7

What is an Assessment and Internal Verification Plan?

An Assessment and Internal Verification Plan is a written plan of how and when you intend to deliver RSL qualifications including choice of core units, optional units/pathways etc. It includes dates for assessment, internal verification and resubmissions.

Your External Quality Assurer (EQA) will select your sample for External Quality Assurance based on the information in your Assessment and Internal Verification plan so this document must be kept up to date.

How to structure your Assessment and Internal Verification plan.

RSL provide external assessment dates, deadline for submission of final grades and an External Quality Assurance window in the [Key Dates Calendar](#). These dates must be taken into account when planning internal assessment. RSL suggest that internal assignments are set throughout the full academic year, however, you are free to timetable your internal assessment at any time within the [Key Dates Calendar](#).

The specifications are your first port of call when creating your assessment and internal verification plan. You must ensure you are delivering the correct number of units, including the correct core units, in order to achieve the full qualification. All our syllabus documents can be found on our website here - <https://www.rslawards.com/vocational/vocational-syllabus/>

Once the units are selected, you need to read through them thoroughly to assess how much time you will need to allocate to the teaching and learning of skills and then to the assessment period. The nature of the unit will also dictate the length of time for assessment. For example, a rehearsal unit cannot be conducted in two weeks as it does not allow sufficient time for a valid rehearsal process.

In order to plan assessment, consider term dates and the length of time required for the assessment to take place. You will also need to plan sufficient time for internal verification and resubmission attempts where necessary.

Recommendations for Assessment Planning:

- If you are conducting Performance Tables qualifications, include the externally assessed unit within your plan, using the [RSL Key Dates Calendar](#). This will allow you to see the whole qualification in one document and ensure you do not plan deadlines during the controlled external assessment window unless necessary. You do not need to include information post 'Deadline' for this unit as the marking is conducted by RSL. You may choose to put the published Resit date within the resubmission box.
- RSL recommends that the externally assessed unit should be conducted in the second year of the course where possible to ensure learners have had a year of skills development and understanding vocational qualifications prior to taking the external assessment, to ensure they have sufficient opportunity to succeed. This approach does not work if the course is being conducted over a year or with the larger size qualifications such as the Extended Diploma where two external assessments are needed.

Making changes to an Assessment and Internal Verification plan during the academic year.

An assessment and internal verification plan must be written prior to the start of the academic year to ensure assessment is planned appropriately and sufficient time given to each unit. As you progress through the academic year, you may find that you need to amend your plan.

Reasons for this could include (but are not limited to):

- A change of teacher in the centre which means you are no longer able to deliver a unit you had intended to.
- A number of activities that had not been prepared for at the start of the year are planned later in the term and impact upon assessment dates i.e. residential trips.
- A natural disaster such as a number of snow days mean that you miss several weeks of teaching.
- Once the assessment starts, the teacher realises that learners will need longer than they had originally planned for.

As long as grades can be submitted by the published deadline and work submitted for external quality assurance within the window, assessment and internal verification plans can be amended throughout the year. If you do amend the plan, please ensure you upload an updated version to the rslawards site and ensure your External Quality Assurer is aware as this may impact upon your sample.

If you do make changes to units, please ensure that they are within the correct combination of units to ensure learners can achieve the qualification. You will also need to amend your registrations on the rslawards site, for which you will need to complete a [Change to Registration Confirmation form](#) (found on our website here - <https://www.rslawards.com/about-us/policies-regulations/>) and return to vocational@rslawards.com. Please note that if learners have been registered on the wrong qualification and a change to QAN code is needed, a £15 change to qualification fee will be applied per learner.

Format for the Assessment and Internal Verification Plan

RSL provides a template which centres are free to use for their assessment and internal verification plans. There are two versions of the [template](#) and the version you choose to use will depend on how you choose to run your assessment.

Template 1:

[illegible]

- This template is best suited to centres that will be assessing units in a more fragmented way (completing units through multiple assignments.)
- This template lends itself to an assessment plan lead by assignments. It will help track all the assignments that occur throughout the year and can be a useful guide for staff and students to track when assessments are due.
- After completion, it is important to check all the assessment criteria for the unit have been included within the plan.

Template 2:

Assessment & Internal Verification Plan:		(Insert Course Title)				
Unit Number & Name	318 - Listening to Music					
Assessment Criteria Met	1.1, 1.2, 1.3, 1.4					
Hand Out Date	Fri 18th January 2019					
Deadline	5pm on Fri 15th February 2019					
Marking Deadline/Results	Fri 22nd February 2019					
Internal Verification	Fri 1st March 2019					
Resubmission Deadline	5pm on Fri 15th March 2019					
Marking Deadline/Results	Fri 22nd March 2019					
Internal Verification	Fri 29th March 2019					
Assessor Name						
Internal Verifier Name						

Notes
<p>This template is best suited to centres that assess complete units.</p> <p>This template lends itself to tracking assessment by unit. Each unit should have its own heading which makes it easier to check that each unit has been covered over the course of the year.</p> <p>After completion, it is important to check that enough units are included within the plan for the number of credits required.</p>

- This template is best suited to centres that assess complete units in one assignment.
- This template lends itself to tracking assessment by unit. Each unit should have its own heading which makes it easier to check that each unit has been covered over the course of the year.

- After completion, it is important to check that enough units are included within the plan for the number of credits required.

How to complete the Assessment and Internal Verification plan.

Insert the full course title at the top of the document where it says [insert course title]

Heading	What to include
Assignment Title	<p><i>This is only an option in template 1 as if you are using template 2, there will only be one assignment.</i></p> <p>Each assignment set for learners should have a title, preferably linked to the vocational scenario. Please ensure the assignment title listed here directly links to the title on the accompanying assignment brief.</p>
Unit Number and Name	Full unit name and number as per the specification documents.
Assessment Criteria Met	<p>List the assessment criteria targeted by each assignment. The wording of the criteria does not need to be used at this stage as this document is used for checking all criteria are covered. The numbers of the criteria are sufficient e.g. 1.1, 2.1 etc.</p> <p>Please note, the grading criteria do not need to be used at this stage.</p>
Formative or Summative?	Identify whether the assessment is formative (i.e. throughout the process, possibly milestone assessments) or summative (end point assessment.)
Hand out date	The date the assignment brief will be given to learners. This is the date from which learners will produce evidence towards the assessment.
Deadline	The date on which learners will submit their evidence for marking.
Marking Deadline/Results	The date by/on which you will complete the marking of the learner work.
Internal Verification	The date by/on which you will complete internal verification of a sample of learner work.
Resubmission Deadline	<p>The date on which learners will submit their evidence for a resubmission. Rules around timescale for resubmissions will be dictated by centre policy. RSL guidelines are for one resubmission for internal assessments.</p>
Marking Deadline/Results	The date by/on which you will complete the marking of the learner's resubmitted work

Internal Verification	The date by/on which you will complete internal verification of a sample of learner's resubmitted work.
Assessor Name	The name of the person who is setting and assessing the assignment.
Internal Verifier Name	The name of the person who will be internally verifying the assessment decisions.

External Quality Assurance of Assessment and Internal Verification Plans.

Assessment and internal verification plans are subject to External Quality Assurance to ensure that centres are appropriately planning their curriculum and learners will be able to achieve the qualification they are registered on.

The Assessment and Internal Verification must be submitted to <https://cloud.rslawards.com/secure/submission-system> by the date published in the Key Dates Calendar.

Once reviewed by your External Quality Assurer, you will receive an 'Assessment and internal Verification Plan External Quality Assurance Report Form' with feedback from your External Quality Assurer. This will be uploaded to the site against the Assessment and Internal Verification plan and the Centre Administrator and Quality Representative will receive an email notification that there is a document available to view.

To see a blank report form, please see Appendix 1: RSL Assessment and Internal Verification Plan External Quality Assurance Report Form.

Further Reading:

RSL Vocational Centre Handbook

RSL Key Dates Calendar - <https://www.rslawards.com/vocational/vocational-qualifications-dates-fees/>

[RSL Key Dates Calendar](#) (Performance Tables)

[RSL Key Dates Calendar](#) (Non-Performance Tables)

[HTG Conducting Internal Assessment](#)

[HTG Conducting Internal Verification of Vocational Qualifications](#)

[HTG Conducting Standardisation](#)

A [template](#) for an Assessment and Internal Verification plan can be found in the '[Templates](#)' section at [Help and Support](#) (to be renamed 'Resources'.)

Appendix 1: RSL Assessment and Internal Verification Plan External Quality Assurance Report Form.

RSL Assessment and Internal Verification Plan External Quality Assurance Report Form

Assessment and Internal Verification Report Details	
Centre Name	
Centre Assessor/s	
Centre Internal Verifier/s	
Qualification Title	

Units and Combinations of Units	
Questions	Please provide feedback in the boxes below recognising both good practice and areas for development
Are there sufficient units/credits selected for the qualification identified?	
Are the correct combination of units selected for the qualification identified?	
Are all learning outcomes and/or assessment criteria identified within the plan?	
Is there a logical sequence to the assignments?	

Dates	
Questions	Please provide feedback in the boxes below recognising both good practice and areas for development
Are dates identified for the hand out date and the deadline of assignments?	

Are deadlines identified for resubmission attempts?	
Are dates identified for when internal verification of internal units will take place, including resubmissions?	
Does the plan allow sufficient time for teaching, learning and assessment to take place?	
Do the dates in the plan fall in line with the key dates calendar?	
Will sufficient units be completed in line with the sampling methodology within the centre handbook?	
Is there any conflict of interest likely to arise within this centre?	
Immediate Actions	Date to be completed
Recommendations for Future Development	

Completed by (print name and signature and Date		
Actions signed off (where applicable) Signature and Date		