

How To Conduct Internal Verification

Contents

Key information	1
What are the essentials of internal verification?	3
How to IV assignment briefs	4
How to IV assessment decisions	5

Last updated: 25th January 2023

Key information

What is internal verification?

Internal verification (IV) refers to the quality assurance of assignment briefs and assessment decisions as well as the standardisation and, in some cases, continuous professional development (CPD) of staff. Internal verification ensures the accuracy and consistency of assessment decisions between assessors and ensures that assessors are consistent in their interpretation and application of the standards of each accredited qualification. Internal verification is an essential part of the delivery and assessment of vocational qualifications. Without an appropriate IV process and at least one dedicated internal verifier (who is separate to the assessor) vocational qualifications cannot be conducted.

What is the role of the internal verifier?

The internal verifier acts as an auditor, reviewing the audit trail from assessment planning to the final assessment decision on each unit. They are concerned with checking that the assessor has tested the validity, reliability, currency, sufficiency and authenticity of the evidence presented against the standards as a measure of quality assurance. Their role includes

- Planning, tracking and verifying assessment, to ensure an adequate audit trail
- Identifying possible issues at each stage of the assessment process (plagiarism, slow progress etc)
- Identify good and bad assessment practice, which can be used in subsequent standardisation procedures, professional development, further visits or professional discussion
- Manage and improve the quality of vocational qualification delivery, including standardising assessment practice within the centre

- Identify support needs, and develop and support assessors in both their assessment practice and their career
- Keep and maintain records of quality assurance activities which are available for auditing by the awarding body

Related guides

[How to Conduct Internal Assessment](#)

[How to Write an Assessment and IV Plan](#)

[How to Conduct Standardisation](#)

[How to Produce Evidence for Moderation](#)

[How to Develop and Support Assessors](#)

Additional support

Please direct any queries about conducting internal verification to vocational@rslawards.com

What are the essentials of internal verification?

Internal verification of RSL vocational qualifications should cover the following:

1. Verifying all assignment briefs produced by the centre
Explained on page 4 of this guide

2. Verifying assessment decisions
Explained on page 5 of this guide

3. Conducting standardisation activities
Explained in the guide: [How to Conduct Standardisation](#)

4. Overseeing the continuous professional development of assessment staff
Explained in the guide: [How to Develop and Support Assessors](#)

At the start of each academic year, centres are also required to produce an assessment and IV plan for each qualification they run, where they outline dates for assessment and internal verification of assessment decisions. For more information about writing an assessment and IV plan, please refer to the guide: [How to Write an Assessment and IV Plan](#). You can find a template for this plan in the 'Templates' section of the Help and Support site.

How to IV assignment briefs

What proportion of assignment briefs needs to be internally verified?

100% of all the assignment briefs produced in your centre need to be internally verified before they are given to students. If there are actions required following internal verification, these will need to be completed and the actions checked by the internal verifier prior to giving the briefs to learners. If you wish to use an RSL template for internal verification of assignment briefs, you can find one in the 'Templates' section of Help and Support site: [RSL VQ IV of Assignment Brief Form](#).

What does internal verification of assignment briefs need to confirm?

The internal verifier needs to confirm all of the following:

1. The qualification and unit details are accurate
2. The deadlines are clear and realistic
3. The language and layout are clear and accessible
4. All assessment criteria are included in each task
Remember, good practice dictates that assessors also incorporate vocational context into their assignment briefs to provide motivation for their learners alongside the assessment criteria.
5. The briefs allow the learner to demonstrate all learning outcomes of the unit
6. The briefs allow the learner to demonstrate all levels of attainment
7. The briefs allow the assessor to differentiate accurately and consistently between a range of attainment
8. The briefs allow each learner to generate evidence that can be authenticated and is valid and sufficient
9. That it is clear what evidence is required
10. The briefs are comparable throughout the centre (i.e. the assessment demands across the centre and across any level are consistent)

How often do assignment briefs need to be reviewed and internally verified?

All assignment briefs should be reviewed on an annual basis to ensure they are as up to date and vocationally relevant as possible. This will also allow for updates based on any new specifications that may be issued or additional guidance. Assignment briefs must be internally verified each academic year, even if they have been internally verified the previous academic year. This is to ensure that all key information such as deadlines are reflecting the current academic year and the information is relevant to the current year group.

How should the internal verification of assignment briefs be documented?

All aspects of this internal verification process must be documented and signed off by the internal verifier to demonstrate a robust internal verification process. All assignment briefs need to contain evidence that they have been internally verified. The way in which this is recorded is at the centre's discretion.

How is the internal verification of assignment briefs quality assured by RSL?

One assignment brief per qualification, and the accompanying internal verification paperwork, will be reviewed as part of the annual centre visit.

How to IV assessment decisions

What proportion of learner work needs to be internally verified?

RSL do not prescribe a particular approach for sample sizes as long as every unit that your centre is delivering is sampled and the sampling strategy is robust, allowing internal verifiers to accurately agree assessment decisions and highlight any areas for development. If you wish to use the RSL Moderation Sample Size Matrices for learner sizes for the sample, you can find this on our website here: www.rslawards.com/vocational/centre-handbook-and-moderation-information. If you wish to use an RSL template for internal verification of assessment decisions, you can find one in the 'Templates' section of Help and Support site: [RSL IV of Assessment Decisions](#).

What does internal verification of assessment decisions need to confirm?

The internal verifier should be able to evidence what has been sampled through the completion of a report. At a minimum, this needs to identify:

- | | |
|----|--|
| 1. | Date of verification and date of assessment |
| 2. | Name of verifier and assessor |
| 3. | Evidence sampled |
| 4. | Judgement made by the internal verifier on assessor decisions |
| 5. | Actions that have to be taken before the units can be deemed as complete |
| 6. | Development points for the assessor |

How often does learner work have to be internally verified?

All centres are required to provide an internal verification sampling plan, identifying the points at which learners work will be sampled. All centres are also required to have a sampling strategy which identifies the strategy for selection of work for internal verification and how the centre will respond to the identification of risk / poor practice as well as good practice. The internal verification strategy should form part of the quality assurance policy for your centre. If you wish to use and adapt an RSL template for the Quality Assurance policy document, this is available in the 'Templates' section of the Help and Support site: [Quality Assurance policy](#).

How is the internal verification of assessment decisions quality assured by RSL?

It is essential that there is evidence of internal verification of assessment decisions for each unit within your sample for moderation. A number of learners who have been internally verified will be selected as part of the moderation sample for your centre. If internal verification is not evident within your sample, then the EQA will be unable to agree the grading decisions within your centre and you will be required to provide an extended second sample. If there is still no evidence of internal verification provided, this could prevent certification for the learners.

For more information on the moderation process, please refer to the guide: [How To: Produce Evidence for Moderation](#).