



Internal Verification Policy

Date: September 2010

Reviewed: September 2019

Internal Verification Policy

Aim:

- To ensure there is an accredited lead internal verifier in each principal subject area
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will ensure that:

- A lead internal verifier for each principal subject area is accredited by Edexcel via the successful completion of an online standardisation exercise
- Each lead internal verifier oversees effective internal verification systems within each principal subject area
- Staff are briefed and trained in the requirements for current internal verification procedures
- Effective internal verification roles are defined, maintained and supported
- Internal verification is promoted as a developmental process between staff
- Standardised internal verification documentation is provided and used
- All centre assessment instruments are verified as fit for purpose
- An annual internal verification schedule, linked to assessment plans, is in place
- An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- Secure records of all internal verification activity are maintained
- The outcome of internal verification is used to enhance future assessment practice.

This policy should be read in conjunction with the Assessment Policy. This policy will be reviewed every 12 months by the Quality Nominee which is currently Mrs E Hinkins.