



Internal Quality Assurance

The aim of Internal Quality Assurance is:

- to ensure the effective management of assessment.
- to ensure the consistency and validity of verification processes.
- to ensure effective support for staff through the assessment and verification process
- to ensure the quality assurance of the outcomes of assessment in-line with awarding organisations and national requirements.

Internal verification

Internal verification ensures that internally assessed units:

- have assessment methods that are fit for purpose
- are assessed accurately to national standards
- judge learner evidence against the assignment criteria.
- utilise consistent assessment and grading across the programme.

Internal verification/moderation is a necessary part of vocational qualifications delivered at Barbara Priestman Academy and is intended to be a supportive process.

Commitment to Internal verification/moderation at Barbara Priestman Academy;

- Internal verification will be planned in advance and teachers will be made aware of the sampling plans for each qualification they are responsible for - (IV4)
- The QA/WRL will oversee all internal verification and moderation across vocational qualifications. Additional internal verifiers and moderators will support the process.
- All internal verification and moderation will be recorded on standard templates available on SharePoint.

- Internal verifiers will meet as a team and ensure standardisation of procedures for each vocational qualification.
- Standardisation meetings will be held termly.
- Some internal verification may be undertaken by a third party – this is normally where a specialist vocational skill is required e.g. Catering.

Updated – meetings will be via teams in line with Covid Risk assessment.

Quality Documentation

IV 1 -Verification of assessment/assignment briefs

IV 2 - Verification of assessment decisions

IV 3 - Verification of live assessment (ITQ)

IV 4 - Sampling Plan

V3 – November 2020