



## **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 Hope Wood 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.
- The QA Lead 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 will be completed termly.
- Some internal verification may be undertaken by a third party – this is normally where a specialist vocational skill is required e.g. NVQ's

### **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 & Vocational Qualification tracker

March 2024