

# Loughborough College Group

## *Further Education Internal Verification Policy*

### 1. Scope and Purpose

Loughborough College Group is committed to ensuring a standardised approach to internal quality assessment and verification practice, under a single quality assessment and verification system that is well documented and systematically reviewed. The internal quality assessment and verification procedure will ensure all assessment is open, fair, free from bias and has accurate and detailed recording of internal quality assessment and verification decisions. The internal quality assessment and verification process will monitor and maintain the quality, transparency and integrity of assessment in line with the requirements of awarding organisations' regulations.

The aim of this policy and its related procedures is to:

- Ensure that students receive accurate, timely and useful information about their progress and attainment through formative and summative assessment methods.
- Ensure that staff receive clear and effective advice on managing the assessment and verification processes and that details are used to enhance future assessment practice.
- Ensure compliance with awarding body regulations on verification and quality assurance are followed.
- Maintain integrity of the programme or qualification being delivered through robust practice.
- Support improvements in teaching effectiveness and delivery of the programme(s).
- Support excellent learning, student achievement and progression.
- Ensure robust evidence is available for all SV/EQA visits/postal sample requests from awarding organisations.
- Ensure that robust evidence and policies are available for the awarding body Centre Audit Declarations.
- Ensure that well-planned formative and summative IV is planned prior to any SV/EQA sampling requirements.
- Secure all records of all Internal Verification activity.
- Ensure that all learner work is kept secure according to awarding body processes and that retention of work is in line with awarding body timescales.

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This policy applies to:

- All awarding body qualifications offered by the College and its partners that require internally assessed evidence.
- All College staff with a teaching and learning/assessing responsibility.
- All college managers with a remit to ensure compliance with all awarding body regulations and college policy and procedures on assessment and verification.

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## 2. Policy/Procedure Statement

The IV policy is to ensure that all assessments, records, and processes within Loughborough College Group are accurate, consistent, and comply with industry standards and regulatory requirements.

This IV policy applies to all departments and individuals responsible for internal verification, including assessors, quality assurance teams, and management.

1. All assessments and procedures must undergo internal verification to maintain quality, accuracy, and compliance with applicable regulations.
2. Verification must be carried out by qualified personnel who are independent of the original assessment or review process.
3. Any discrepancies or errors identified during internal verification must be reported and rectified before final approval.
4. Internal verification must be documented systematically to provide clear records for audits and future reviews.
5. Regular training will be provided to ensure that verifiers are equipped with the necessary skills and knowledge to perform their duties effectively.

## 3. Impact Assessments

3.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

3.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

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## 4. Policy / Procedure

**The role and responsibility of the Internal Quality Assurer (LIV / IV) is to ensure:**

- All awarding organisation communication is channeled to assessors/teachers.
- All external quality assessment and verification visits, confirmation sampling and quality review and development activities are logged with the Quality & Standards team.
- Lead internal verifiers (LIVs) should be appointed for all courses. Post holders should complete the relevant external standardisation requirements and oversee effective internal quality assessment and verification systems in line with guidelines across each principal subject area and/or curriculum area.
- All Assessors/IQAs are kept up to date, briefed and trained in accordance with the relevant requirements and procedures as directed by individual awarding bodies.
- Effective internal quality assessment and verification roles are defined, maintained and supported.
- Internal Quality Assessment and verification / Internal verification is promoted as a developmental process between staff.
- Assessors are risk rated to create an appropriate LIV/IV schedule to ensure safeguarding of academic standards.

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- Observe assessment practice where appropriate and provide feedback and support to assessors for ongoing development.
- Standardisation of assessment judgements, feedback and records are maintained.
- Regular CPD is carried out to ensure all awarding body guidelines are fully implemented.
- An annual internal verification schedule, linked to assessment plans, is in place and these match those recorded on college systems.
- Secure records of all internal verification activity are maintained according to all awarding body guidelines.
- The outcome of internal verification is used to enhance future assessment practice and all assessments are subject to internal verification sampling
- Each internally verified sample will include assessed work from all units / programmes, processes, assessment methods, sites and teams.
- Where Markbook is used, ensure it is accurately structured for all programmes and used effectively to record student progress. This includes surrounding processes to ensure:
  - All the assignment briefs or assessment tools used in every unit are internally verified and approved prior to issue
  - A sample of assessment decisions made for every unit are internally verified
  - Sample assessment decisions from every teacher/tutor/assessor are internally verified
  - The Lead IV may authorise resubmission of work if the initial submission criteria have been met.

**Within the internally verified sample:**

- The range of assessment decisions made is included.
- The experience of the assessor/teacher is risk rated and considered when setting the sample size and the sample size is sufficient to assure the accuracy of the assessment decisions for the whole group to safeguard academic standards.
- The sampling process is planned and documented
- The IV/LIV moderates all verification activity to ensure compliance and that quality assurance standards are met in full.
- Standardisation of assessment practice activity records are maintained.
- The sampling evidence is uploaded using IV systems (where applicable)
- IV/IQA for apprenticeships will be conducted using SMART Assessor (where applicable)

**The role of the assessor:** It is the responsibility of all lecturers / tutors / assessors to:

- Ensure that students are provided with assignments that are fit for purpose, enabling them to produce appropriate evidence for assessment.
- Assess student evidence using only the awarding organisation assessment and grading criteria.
- Ensure that assessment decisions are impartial, valid and reliable.
- Ensure that assessment procedures minimise the opportunity for malpractice.
- Maintain an accurate and detailed audit trail of student recruitment, induction, registration with the awarding organisation, assessment decisions and certification.
- Ensure assessment of all programmes meets both the relevant national standards and the grading criteria for the qualification.
- Ensure equal and fair access to inclusive assessment for all students and that the methods used are valid (appropriate for each student and qualification) and maximise holistic assessment opportunities.
- Seek to prevent misuse of the conditions for special student requirements, (for example where students are permitted support) and that details of all students that are entitled to special

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consideration are sent to the relevant awarding organisation, exams team and SENCO. Awarding organisations protocols must be followed.

- Ensure all students enrolled onto a qualification can claim Recognised Prior Learning (RPL) as a valid method of assessment and where an awarding organisation permits. This should consider whether they can demonstrate that they can meet assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to further develop them through a course of learning.
- Ensure that once students are enrolled at the college, registration with the awarding organisation takes place according to the schedule set. The exam department control and manage the registration of students in accordance with awarding body criteria.
- Ensure roll-on, roll-off short courses or programmes that do not following the standard academic year, are registered in accordance with awarding body criteria.
- Ensure that assessment schedules are planned and published on the ILP or other college authorised recording systems.
- Resources enable assessments to be performed accurately and appropriately, leading to assessment decisions that are valid, timely, authentic, reliable and sufficient and support further learning.
- Ensure students are provided with assessment material and assignments that have been internally verified, prior to their issue in accordance with awarding body criteria.
- Ensure that dates for submission of assessments are clearly visible and comply with awarding body criteria.
- Ensure submission of assignments and/or resubmissions comply with awarding body guidance and the timeframes specified. Late submission of students' work accepted for assessment will not be limited or 'capped', except where required by an awarding organisation.
- Ensure that during the programme, accurate records of assessment and achievement are tracked using Markbook/ Smart Assessor and in Awarding Body 'log books' where appropriate and meets awarding body criteria.
- Ensure the assessment processes minimise the opportunity for malpractice from both the student and staff; any such proven practice will be subject to student or staff disciplinary procedures.
- Ensure students declare that submitted work is their own, using the appropriate awarding body documentation and set criteria. Citations and referencing for research sources and the authenticity of work should be checked as stated in the FE Plagiarism Policy. The college may use electronic checking systems to minimise or eliminate plagiarism.
- Ensure that feedback is constructive, motivational, relates to the assessment criteria, provides clear guidelines for improvement and informs the next step in the learning and assessment process (except BTEC qualifications).
- Ensure all assessors/tutors/lecturers update summative assessment decisions/grades on Markbook/Smart Assessor or awarding body 'logbooks' on a regular basis to track summative student progress.
- Ensure students know and understand the Assessment Appeals Procedure and have access to it.
- Ensure assessment is accurately recorded and tracked on Markbook/Smart Assessor and leads to a valid and timely certification claim and to take steps to avoid the risk of falsified records (by alteration, substitution or making fraudulent certificate claims).
- Work with the Curriculum Manager to conduct recorded 'exam boards' to verify the accuracy of summative grades awarded ready for claiming of certificates.
- Ensure that full or unit award claims have been authorised by the Curriculum Manager before submitting to the exams team for processing.
- Ensure all certification claims are submitted to the exams team via Markbook/Smart Assessor by the end of June, or within two weeks of the end date for all other programmes.

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- Ensure that all records of student achievements, assessment tracking and internal quality assessment and verification documents are stored securely according to awarding organisation requirements. (Please refer to individual awarding body protocols and regulations)
- Note: Learning Assessments where there is a requirement for candidates to be overseen in person by centre staff at a specific physical location, under timed conditions, must be done in person with the student being assessed. This includes SVQ/NVQ type competency-based qualifications where a student is assessed on their ability to perform specific tasks and must be observed.

Should the internal verification process highlight assessment inaccuracies, the assessor will need to re-assess the whole cohort considering the feedback from the IV. This will then be followed by internal verification of the re-assessed work and providing learners the opportunity to resubmit evidence if required.

## 5. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

## 6. Linked Policies and Procedures

- FE Plagiarism Policy
- FE Assessment, marking and Feedback policy
- AI policy
- Exams Policy

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## 7. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
13/01/2025	1.0	First version of merger policy completed. No Changes	Paul Flaherty Helen Lillie / Stacey Adams	Quality Manager Head of Quality

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