

# <Slough Borough Council>

## <Creative Academy>

# <Internal Verification Policy>

**Providers name:** Slough Borough Council (Creative Academy)

**Providers UKPRN:** 10005916

**Legal address:** Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Berkshire SL1 2EL

**Main site:** Creative Academy, Orchard Centre, 73a Stoke Poges Lane, Slough. Berks, SL1 3NY

**Contact point for enquiries about terms and conditions:** Jagdev Khatkar (see end of document)

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**Website:** [www.creativeacademy.org](http://www.creativeacademy.org)  
**Email:** [info@creativeacademy.org](mailto:info@creativeacademy.org)  
**Telephone Number:** 01753 875400

Slough Borough Council  
Creative Academy, 73a Stoke Poges Lane  
Slough, Berkshire, SL1 3NY

For the purpose of this document and to ensure it is clear to students 'Slough Borough Council' is referred to as 'the Creative Academy'

## **Internal Verification Policy**

### **1. Policy Statement**

Internal Verification (IV) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of student's work.

- To ensure that all students are fairly, accurately and regularly assessed in a consistent manner.
- To meet the requirements placed upon the Creative Academy by QCA, the awarding bodies, and the learner contract.
- To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
- To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached

### **2. Scope**

For the purpose of this policy, the term IV encompasses all forms of activity that check and validate assessment specifically related to Edexcel (Pearson), Active IQ and City and Guilds qualifications. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work.

Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

### **3 Responsibilities**

All staff have a responsibility to give full and active support for the policy by ensuring:

The policy is known, understood and implemented

Internally verifying assignment briefs

The Internal Verifier should check that the brief:

- has accurate unit details
- has accurate programme details
- has clear deadlines for assessment
- shows all relevant assessment criteria for the unit(s) covered in the assignment

- indicates relevant assessment criteria targeted against each task
- clearly states what evidence the learner needs to provide
- is likely to generate evidence which is appropriate and sufficient
- is set at the appropriate level
- has a time period of appropriate duration
- uses suitable vocational language
- has a clear presentation format.

and then provide feedback to the Assessor

### **Actions to Implement and Develop Policy**

- Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification.
  - Appropriately qualified staff must carry out all internal verification. Where trainee internal verifier undertakes IV, this must be verified by a qualified IV and countersigned.
  - Each programme must have identified members of staff who will verify or standardise the assessments for that particular programme.
  - IV must be carried out continuously throughout the year. In addition to this, each programme will identify appropriate periods of time when IV takes place. These times will be included in a course calendar, which each course must have in place in either the IV file or course file.
  - Any evidence that is produced must meet the requirements of the awarding bodies and Slough Borough Council.
  - The evidence must be recorded on appropriate documentation, which takes into account the requirements of awarding bodies.
  - Assignments must be verified before they are issued as well as when they have been marked
  - Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested.
  - Records of IV will be kept in a secure location at The West Wing Arts Centre and accessed by staff authorised to do so.
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- All IV or moderation must be in line with current awarding body.
  - Sampling must be across all assessors, all types of evidence and all learners including plans, reviews and records in addition to candidate evidence.
  - IV must attend standardisation meetings and maintain a current continuous professional development file.

### **Standardisation**

When a unit or assignment is delivered and assessed by more than one person, standardisation must be carried out before any formal assessment and internal verification has taken place. The function of standardisation is to agree the standard by discussing and mutually assessing a sample of learner work to reach a consensus. This must be done with

reference to the assessment criteria and assessment guidance provided by us in the qualification specification.

## Reviewing this policy

The Creative Academy IV policy will be regularly reviewed to ensure it is fair.  
For general enquiries and/or complaints regarding this plan please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - [info@creativeacademy.ac.uk](mailto:info@creativeacademy.ac.uk)
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page
- Complaints - please see the complaints process on the website.