

Centre Guidance **Internal Verification**

Internal Verification is a process by which the Centre regularly samples and evaluates its assessment practices and decisions and acts on the findings, to ensure consistency and fairness. It involves two key processes – verification and standardisation-and is carried out by one or more internal verifier.

This guidance document should be read in conjunction with the NOCN Centre Handbook which sets out the components that need to be included within a Centres Internal Verification system. The guidance focuses on examples of recording and tracking documentation that can be used by the Centre to operate the process.

It is the responsibility of the Centre to develop the appropriate systems, depending on the type of Centre, and the volume and breadth of provision offered.

1 Internal Verification Recording and tracking systems

It is essential that full records of internal verification are maintained. These should include:

- The internal verification plan.
- Minutes of internal verification meetings.
- The sample taken by the internal verifier, normally in the form of a matrix.
- The internal verifier's comments and feedback given to tutors/assessors.
- Any resulting action points and details of how these have been or will be addressed.

Centres will need to develop their own documentation to support this process, the following example forms have been included.

Centres are required to keep Internal Verification reports for a period of three years from the end of the year to which they relate and make these available to NOCN or the OCN on request. This is a requirement of the NOCN Centre Recognition criteria.

Recording outcomes

Internal Verification report on single learner portfolio- example form used by the internal verifier to record the outcome of the internal verification process for a single portfolio. Form can be used as evidence for the quality review of a Centres system and / or the External Verification process.

Centre Guidance **Internal Verification**

Internal Verification feedback to assessor form- example form used by the internal verifier to provide structured feedback to the assessor on an individual unit. The example includes the facility for the assessor to identify their own actions in the self review area.

Sampling

Internal Verification sample record form- example form used by the internal verifier to record samples of learners work included within the internal verification process, record can be used as evidence for the quality review of a Centres system and / or the External Verification process.

Internal verification sampling assessment decisions form – example form used to record the outcome of the internal verification process for a group of learners undertaking the same unit.

Centre Guidance **Internal Verification**

Internal Verification Report on Single Learner Portfolio Form

Unit: _____

Course title and code: _____

Name of Learner: _____

Assessor name: _____

Internal Verifier name: _____

Were the level and credit value in the portfolio appropriate for the unit/s. If not what were the problems identified?

Were assessment decisions clear and appropriate? If not what were the problems identified?

Did the assessment activities comply with the Unit Grid in terms of prescribed and optional tasks? If not what were the problems identified?

Was the evidence of achievement **sufficient** and **authentic**?

Signed: _____ (Internal Verifier) Date: _____

Signed: _____ (Assessor) Date: _____

Centre Guidance **Internal Verification**

Internal Verification Feedback to Assessor Form

Unit: _____

Course title and code: _____

Class name/number: _____

Assessor name: _____

Internal Verifier name: _____

Evidence viewed

General comments/evidence gaps

Feedback to assessor

Examples of good practice

Action plan

Assessor comments – self review

Signed: _____ (Internal Verifier) Date: _____

Signed: _____ (Assessor) Date: _____



Centre Guidance **Internal Verification**

Internal Verification Sample Record Form

Course title and code: _____

Assessor name: _____

Internal Verifier name: _____

Learner name	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Comments	IV signature	Date

Signed: _____ (Internal Verifier) Date: _____

Centre Guidance **Internal Verification**

Internal Verification Sampling Assessment Decisions Form

Unit: _____

Course title and code: _____

Class name/number: _____

Assessor name: _____

Internal Verifier name: _____

Learner Name	Unit / learning outcomes sampled	Is there evidence that the outcomes have been met?	Is the evidence appropriate for the level?	Comments

Overall Comments

Signed: _____ (Internal Verifier) Date: _____

Signed: _____ (Assessor) Date: _____