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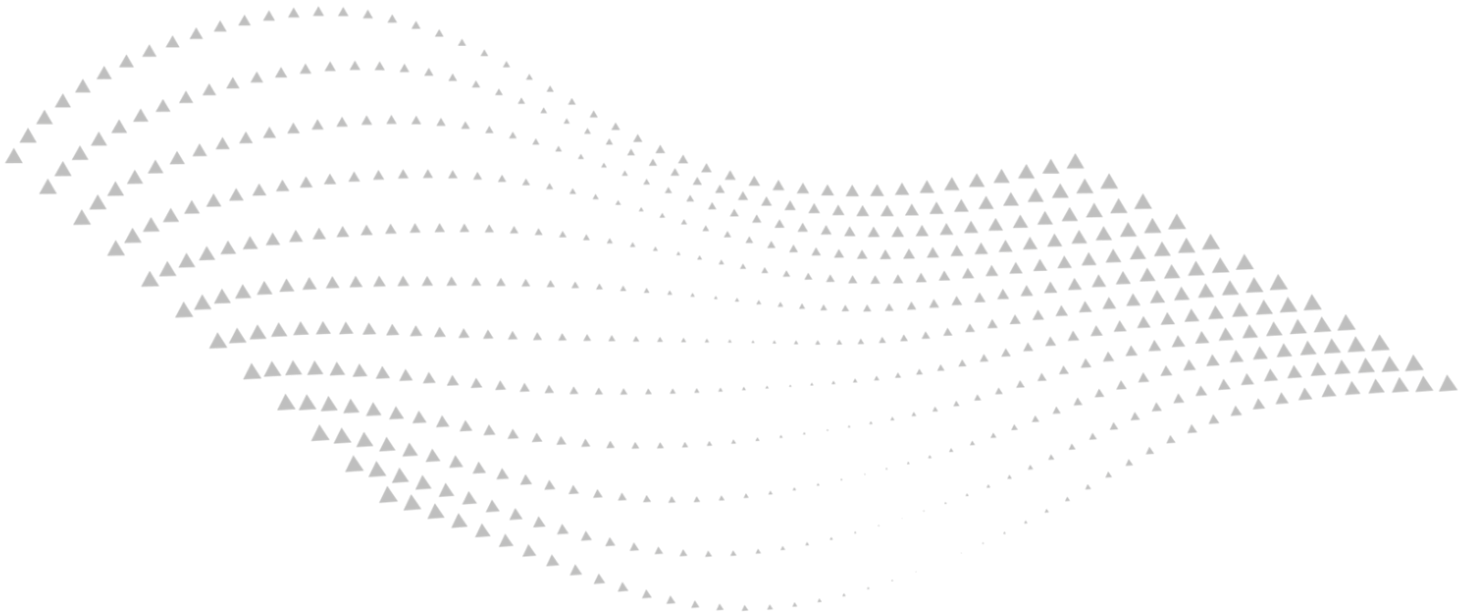


INSTITUTE FOR  
CONTEMPORARY  
THEATRE



PERFORMERS  
COLLEGE

# **Further Education Internal Verification Policy & Procedure**



Last approved: June 2020

Approved by: Academic Board

Next review due: June 2024



## **Introduction**

This Further Education Internal Verification Policy & Procedure applies to all FE provision delivered at BIMM Institute, the Institute of Contemporary Theatre or Performers' College (collectively referred to as "the Institute").

Internal Verification (IV) is an internal audit process that ensures accuracy and consistency across an assessment programme.

The Institute is committed to ensuring that assessments are carried out in an accurate and fair manner and that students are assessed and marked at a level consistent with awarding body expectations and to national standards.

## **Policy Aims**

- To promote quality, consistency and fairness throughout an assessment programme.
- To define roles and responsibilities within the IV process.
- To provide support for assessment and verification personnel.
- To ensure the quality assurance of the outcomes of assessment in line with awarding body and national requirements.

## **To Achieve these Aims, the Institute will:**

- Ensure all assignment briefs are fit for purpose;
- Ensure the assessment programme is fit for purpose;
- Verify an appropriate sample of assessed work to ensure assessment decisions and feedback adhere to the Institute's quality standards and awarding body expectations;
- Plan an IV schedule commensurate with awarding body expectations and procedures;
- Train and brief staff as appropriate on the IV process;
- Provide standardisation training and documentation in line with the Institute's standards and awarding body expectations;
- Utilise IV outcomes to further enhance the assessment programme and quality assurance procedures.

## **Internal Verification Roles**

There are two key roles in the IV process: Lead Internal Verifier and Assessor. The Institute will ensure there is an accredited Lead Internal Verifier at each College delivering FE provision. The Lead Internal Verifier will ensure that the IV process is valid, reliable and covers all Assessors and course activity. The Lead Internal Verifier will oversee an effective IV system of assessment which is transparent, fair, free from bias and aligned with awarding body requirements. All decisions are to be recorded accurately and stored safely.

## **Responsibilities of the Lead Internal Verifier**

- Maintaining a robust and rigorous IV procedure;
- Verifying all FE Assignment Briefs before publication to students;
- Verifying the FE Assessment Programme;
- Sampling student work, both formative and summative;
- Conducting standardisation activities



- Supporting the continuous professional development of staff and the sharing of good practice;
- Ensuring decisions made by assessors on student work are accurate and meet both unit evidence requirements and national standards;
- Ensuring that students are provided with assignments briefs that are fit for purpose to enable them to produce appropriate evidence for assessment;
- Ensuring all students receive appropriate formative and summative feedback;
- Compliance with the external quality assurance procedures of awarding bodies.

### **Responsibilities of the Assessor**

- Ensuring students understand what is expected of them, what is to be assessed and how it is to be assessed;
- Ensuring conditions and materials required for assessment are available;
- Formally assessing students' evidence using the published assessment and grading criteria;
- Ensuring all grades and feedback are recorded and tracked appropriately;
- Ensuring assessment evidence is stored appropriately;
- Authenticating evidence provided by students;
- Providing formative and summative feedback appropriate to stated aims and awarding body assessment and grading criteria;
- Returning all completed student work marked in accordance with the Institute's FE Assessment & Marking Procedures and awarding body guidance;
- Knowing who will act as Lead Internal Verifier and positively engaging in the IV process;
- Engaging with sector developments and CPD programme.

All Assessors are involved in the Internal verification process

### **Internal Verification Sampling Procedure**

This procedure is for guidance and will be compulsory only when the IV process identifies a failure to meet minimum acceptable standards. The Institute will be vigilant regarding internal verification and, where malpractice occurs, it will be dealt with in an open and fair manner.

FE Assessments at the Institute take place at various points throughout the academic year for all units. Students are assessed by a Lead Assessor and other assessors (if required) for the particular unit or units they are aiming to achieve. It is Institute policy to sample every unit, Assessor, a range of achievement, and a range of work from every assessment and every College.

This process is as follows:

1. A College's Lead Internal Verifier designs an Internal Verification Planner, which clearly maps out all FE assessments being taken and the size of the sample to be verified. The Lead Internal Verifier will then arrange for sampling to be undertaken by the Internal Verification team, in good time prior to feedback being released to students.
2. Assessment training is delivered at the start of each Term for all markers and covers grading criteria, assessment feedback, standardisation and assessment protocol. Examples of good and poor marking practice are used to inform training. Training materials and supporting resources are available to access on the Institute's VLE.
3. All live performance or practical-based assessments are recorded for internal verification or standards verification purposes.



4. IV documentation is stored by the Lead Internal Verifier and tabled at FE Team meetings. Examples of completed verification/moderation documentation, IV report and meeting minutes are archived and submitted to the awarding body as required through the External Quality Assurance process.

This Policy & Procedure will be reviewed to ensure currency with awarding body policy and procedure updates and sector developments.