



Cabot
Learning
Federation



CABOT
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CLF Post 16 Internal Verification Process

IMPLEMENTATION DATE:
January 2018

REVIEW DATE:
January 2019

History of Process Changes

Date	Page	Change	Reason for Change	Changes made by
January 2018	Whole Document	Adoption by the Cabot Learning Federation Post 16	Creation of formal process	Dan Carter, P16 Quality Nominee

Aim:

- To ensure there is an accredited lead internal verifier in each principal subject area.
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions.

In order to do this, the centre will ensure that:

- A lead internal verifier for each principal subject area is accredited by Edexcel via the successful completion of an online standardisation exercise.
- Each lead internal verifier oversees effective internal verification systems within each principal subject area.
- Staff are briefed and trained in the requirements for current internal verification procedures.
- Effective internal verification roles are defined, maintained and supported
- Internal Verification (IV) is valid, reliable and covers all assessors, students and programme activity.
- Internal verification is promoted as a developmental process between staff.
- Standardised internal verification documentation is provided and used.
- All centre assessment instruments are verified as fit for purpose.
- An annual internal verification schedule, linked to assessment plans, is in place.
- An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- Secure records of all internal verification activity are maintained.
- The outcome of internal verification is used to enhance future assessment practice.

This process is to be reviewed every 12 months by the Quality Nominee and SLT.