

This policy covers the GOALs procedure towards Internal Verification and Moderation and is designed to ensure the standards set down by Awarding Bodies.

This Policy should be read in conjunction with

- GOAL's Mission Statement
- Equality & Diversity Policies
- Learner Appeals Policy

GOAL directors have the responsibility for co-ordinating GOAL Internal Verification and Moderation Meetings and monitoring action resulting from External Verifier/Moderator Reports.

Management have a responsibility to ensure appropriate Internal Verifiers'/Moderators' are allocated to courses, allocated time to carry out the work and to value the quality assurance role of the Internal Verifier/Moderator as set out in the Internal Verification and Moderation Policy.

Project Manager is required to monitor External Verifier/Moderator reports and ensure action points are carried out within Curriculum Areas.

The Internal Verifier/Moderator is required to support assessors by providing advice and assistance and to ensure the quality assurance requirements of the centre and awarding body are met.

The Assessor is required to work with the Internal Verifier/Moderator in ensuring the assessment and quality assurance requirements of the centre and awarding body are met

Centres have a duty to operate explicit, written internal verification procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the national occupational standards in the award.

A group will be allocated per Internal Verifier/Moderator.

The recommended minimum number of Internal Verifiers/Moderators per group is one. One Internal Verifier/Moderator may be sufficient, if that individual does not carry out assessment on that course.

The sampling strategy for OCNWMR qualifications will vary according to the particular programme. The sample should present a sufficiently accurate picture of the quality of assessments to be confident that those decisions not sampled also meet national standards. In identifying the strategy all the following should be taken into account:

- 10% of each unit must be internally verified for at least 25% of the learners.

All learners must be sampled within the qualification. A sample of at least 50% would be used for a new Assessor until the Internal Verifier is satisfied that accurate decisions are being made. This will be monitored through assessor programme checks. This process will last at least six months. If an Internal Verifier is not happy with an Assessor's decision an increased sample would be used. If the assessment decisions do not improve the line manager will be informed.

Candidate cohort e.g. ethnicity, age, gender, special requirements, programme start dates, full-time/part-time.

Assessors - their experience, workload and location.

Methods of assessment used - product evidence, observation, simulation, oral questioning, APL, projects, witness testimonies, written questions etc.

Elements within the qualification - across all units, focusing on any problem units, new/revised or established standards.

Records - candidate assessment records, portfolio files.

Assessment Sites - the sample should capture a picture of assessment across the full range of assessment sites.

The Internal verifier will complete the appropriate Internal Verification/Internal Moderation sheet (IV1 & IV2) and ensure that all units and all assessors are covered through the sample.

The sampling strategy for qualifications which involve moderation should take into account some of the above but the volume to be moderated should be confirmed with the awarding body. In all cases the sampling strategy must be agreed with the External Verifier/Moderator.

In addition to the Internal Verifier/Moderator's notes outlined above Skills Moderator role will include:

Stage 1 – Ensuring that all vocational projects/mapping of key skills are internally verified by the internal verifier/moderator before use on any course, at the start of every academic year.

Stage 2 – 50% of each group must be IV'd initially. Once the verifier is confident this will drop to 10%. The sample must contain each key skill and level being delivered by all tutors.

Stage 3 – 50% of all portfolios MUST be internally verified before any claims for certification can be made. Internal Moderation documents need to be supplied. If samples are not satisfactory the portfolios will be returned for amendments and then re-submitted. If still not satisfactory the project manager will be informed and appropriate action will be taken.