UK Open College Internal Verification Policy

This policy is available to all students of UK Open College, to include all learners and staff members who are using or delivering courses and qualifications offered by UK Open College.

Location of the policy

This policy is available for viewing on the college website for all students and staff members to access as required.

Communication of the policy

It is important that all staff involved in the management, delivery, assessment and quality assurance of qualifications and learners undertaking a qualification are aware of this policy.

Review of the policy

UK Open College will review the policy annually and revise as and when required in response to feedback, changes in legislation, practices or actions required by any of the affiliated awarding bodies. Our review will ensure that our procedures remain consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

Policy Statement

Internal verification is a key part of the UK Open College internal quality assurance system. Internal verification at UK Open College is concerned with being accurate, consistent and ensuring all learners' have access to quality assessments that are fair and of high quality which results in achievement.

Statement of Principles

This policy will ensure all assessment and internal verification activities conform to the qualification specification and awarding body standards. We will ensure that all evidence is valid, authentic, reliable, current and sufficient.

UK Open College will provide a sampling plan detailing our internal activities and monitor this on a regular basis. We will ensure assessors meet on a regular basis to share best practice and identify areas for improvement. These meetings will be documented and actions monitored.

We will hold regular meetings with assessors, tutors and internal verifiers. As a minimum these will be held on a twice yearly basis. The finding of these will be used to inform annual appraisals and training and development needs. They will also be used to update centre staff on qualification and associated information.

Example standardisation meeting agenda

- Actions from previous meetings
- Resources, H&S, E&D issues
- Progression and achievement of learners
- Examples of learners work to standardise
- Good practice from assessors

Internal Verification Policy: Reviewed 6/12/2018 by W. Nicholls

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- Areas for improvement
- Internal quality assurance reports
- External quality assurance reports
- Qualification updates

UK Open College will monitor the quality of the qualifications and courses we offer. We will consider the quality of delivery, assessment decisions and judgements made and highlight any issues, emerging trends and the development needs for assessors.

All assessments and sampling strategies will be in agreement with awarding body guidelines and we will ensure that internal verification drives the assessment process. We will keep reliable, up to date and auditable records of all internal quality control activities. These will be made available to an awarding body upon request.

As part of our internal quality procedures, we will ensure all of our assessors and tutors who deliver and assess on our qualifications are suitably qualified and experienced. All staff will receive access to Continuous professional development (CPD)

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