

Internal Moderation Policy

Purpose

To provide an effective internal verification system which enable to ensure assessment practices and decisions are regularly reviewed and evaluated. This will ensure the validity of course evidence and the award of credit.

Scope

This procedure applies to all qualifications in the TCPS. Before the evidence can be submitted for moderation, the appropriate course notifications must be completed and all learners must be registered in it.

Responsibilities

Internal Verifier

Verifying assessment which consists of:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgements
- Developing and supporting assessors
- Managing the quality of course unit delivery
- Ensure Quality standards required by the awarding body are met.

Procedure

Sampling Assessments

Sampling assessments will include reviewing the quality of Assessors', judgements at the interim stage (during the delivery of the unit) and the summative stage (is at the end of delivery of the unit). The Internal Verifier must ensure that the process is not "end-loaded".

Interim Sampling:

The Internal Verifier will review assignments to ensure that learners do have the opportunity to meet all the assessment criteria.

- Review the assessment schedule
- Review some candidate work before decisions have been made on any unit
- Review the feedback given to candidates by Assessors.
- Review the assessment of activities (which may not be repeated), such as a performance, a group discussion, a practical task, an exhibition, role play, Question and answer
- Review evidence at the interim stage
- Review the effectiveness of assessment planning
- Identify any training needs of Assessors
- Identify good practice.

Summative Sampling

Involves reviewing the quality of the assessment decision by evaluating how the Assessor has reached that decision. The Internal Verifier must be able to follow an audit trail which clearly

demonstrates that the Assessor has checked that the evidence presented meets the “rules of evidence”.

Evidence must have been confirmed by the Assessor as:

Valid – relevant to the standards for which competence is claimed

Authentic – produced by the candidate or witness

Reliable – accurately reflects the level of performance which has been consistently demonstrated by the candidate

Current – sufficiently recent to be confident the same level of skill / understanding / knowledge exists at the time of the claim

Sufficient – meets in full all the requirements of the standards

Internal Verifiers must not make assumptions about any aspect of the “rules of evidence”. Recording of questioning of the candidate by the Assessor and checking the authenticity of witness testimonies by the Assessor should be expected.

Sampling Strategy

The sample must include all assessment sites / locations, all candidate cohorts, all units.

The full range of **assessment methods** used for any one unit must be sampled.

Internal Moderation Procedure

The sampling strategy must take into account the following:

- The size of sample needed to ensure reliability
- The various assessment methods used
- The number, experience, workload and location of assessors
- The range of assessment sites
- The candidate cohorts (full-time, part-time, different start dates)
- Unit levels and credit values
- New or revised units
- All units – and particularly any problematic units
- Reasonable adjustments
- Issues arising from previous verification

The sample size should be sufficient to ensure that the issues in the list immediately above have been considered in producing a sampling strategy.

Problem evidence, which includes competences difficult to assess e.g. for confidentiality reasons, safety considerations, materials used, infrequent occurrence, should be sampled.

Internal Verifiers must ensure that issues such as these are discussed fully with the assessment team and difficulties resolved at an early stage.

If issues are identified the assessor makes a decision whether the sample is to be returned based on the sample size and number of errors found.

Monitoring Assessment

The Internal Verifier should aim to monitor all Assessors each academic or calendar year either by observation of assessment of candidate performance, by professional discussion or by review of the quality of assessment records.

Standardising Assessment Judgements

The Internal Verifier must conduct a standardisation review involving all Assessors in the team. Notes of standardisation meetings, documenting the methodology and outcomes of the process, must be placed in the course file.

Developing and Supporting Assessors

The Internal Verifier should ensure that all the Assessors have copies of recording documentation, are aware of the Internal Verification process and understand their role in it. The Internal Verifier will provide assistance and advice to assessors about candidates with special assessment needs. It is the responsibility of the Internal Verifier to ensure that new Assessors receive an appropriate level of induction and to alert the appropriate line manager to the development needs, including professional and vocational updating, of the Assessors.

Managing the Quality of Delivery

The Internal Verifier provides a quality assurance role within the organisation by ensuring that assessment and internal verification documents are completed correctly, according to the procedures, and are filed in the course file. All candidate assessment records, records of internal verification activity (including records of meetings) and records of certificates claimed must be retained for three years and made available to the regulatory authorities upon request. Samples (copies) of learners work must be retained for 3 years.

The Internal Verifier provides a link between the team of Assessors, the External Verifier, and the Awarding body.