

**Internal Verification  
Policy & Procedure**

<b>DATE APPROVED</b>	<b>22<sup>nd</sup> September 2021</b>
<b>POLICY PREFIX</b>	<b>ED</b>
<b>POLICY NUMBER</b>	<b>14</b>
<b>VERSION NO</b>	<b>V1</b>
<b>REVIEW DATE</b>	<b>May 2024</b>

**Approved By:** Academic Committee  
QA Committee

**Date:** 29/06/2021

**Approved By:** Tony O' Brien  
CEO

**Date:** 22/09/2021

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

## **1. Purpose of Policy**

The purpose of this policy is to set out the Internal Verification Process.

## **2. Definitions**

IV – Internal Verifier

DOE – Director of Education

## **3. Scope of Policy**

This policy applies to the Internal Verifier involved in the verification process for all QQI courses in the Centre

## **4. Policy Statement**

The Internal Verification process is organised by the Director of Education. The DOE appoints an independent Internal Verifier (a person who has not been engaged with the learners and who has not set or marked the assessments).

## **5. Roles and Responsibilities**

The Internal Verifier will:

- Read the component specification(s) and confirm that the assessors used the appropriate assessment techniques when assessing the learner.
- Read the validated programme(s) to confirm that the learner evidence was generated in line with the validated programme.
- Confirm that assessment briefs and examination papers were issued to the learner, as appropriate.
- Confirm that marking schemes and outline solutions associated with the examination papers and assessment briefs are available.
- Confirm that appropriate marking sheet(s) were used to record the learner's results.

- Confirm that there is an authentication report available with all learners registered for assessment listed.
- Confirm that for each learner listed on the authentication report there is a portfolio of assessment available and marked.
- Confirm that a result is recorded for all learners entered on the authentication report.
- Marks are totalled correctly on the marking sheet.
- The mark on the marking sheet(s) is transferred correctly to the authentication report.
- All relevant forms and marking sheets are signed off by tutor.
- The Internal Verifier will compile an internal verification report confirming the accuracy of the assessment process and results. This report will also highlight any irregularities identified in the process.
- Issues related to Tutors will be fed back to individual Tutors.
- The Internal Verifier will issue a Provisional Results Summary Report.

## 6. Internal Verification Process

The Centre is committed to ensuring fairness, consistency, and validity of assessment and outcomes of assessment throughout all programmes. The purpose of this policy is to ensure that all assessments sent to QQI are deemed to have been fairly and accurately marked in compliance with quality assurance guidelines. In order to achieve this the following procedures, apply in all cases:

Internal verification will take place (for all programmes delivered) in conjunction with QQI deadline submission dates.

- The DOE must agree on an internal verification schedule with the Internal Verifier who will be responsible for conducting the verification in accordance with the agreed schedule.
- Monitoring of assessments will take place on by the Internal Verifier.
- Assessment portfolios for ALL minor awards will be internally verified and externally authenticated.
- The DOE will arrange a meeting between the Internal Verifier and the Results Approval Panel to discuss the report.
- All meetings/communications will be stored/filed in compliance with General Data Protection (GDPR) policy – (See Data Protection and GDPR Policy)
- The Panel will issue Approval of Provisional Results.

- The findings of the Panel will also be fed back to the Academic Committee

The DOE will meet to decide an External Authenticator from the QQI approved list of External Authenticators. See procedure in Fair & Consistent Assessment of Learners & Learner Support Policy (ED 9)

## **6. Associated Documentation**

Appendix 1 (F7) – Internal Verifier Checklist

Fair & Consistent Assessment of Learners & Learner Support Policy (ED 9)

## **7. Referenced Policies**

Quality Assurance Policy

## **8. Monitoring and Review**

This policy will be reviewed periodically and as required.

## Appendix 1 (Form 7)

### Northridge House Education Centre, St. Luke's Home

#### Internal Verification Checklist

<b>During Internal Verification</b>	
<ul style="list-style-type: none"> <li>• Read the component specification(s) and confirm that the assessors used the appropriate assessment techniques when assessing the learner.</li> <li>•</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Read the validated programme(s) to confirm that the learner evidence was generated in line with the validated programme</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that assessment briefs and examination papers were issued to the learner, as appropriate</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that marking schemes and outline solutions associated with the examination papers and assessment briefs are available</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that appropriate marking sheet(s) were used to record the learner's results</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that there is an authentication report available with all learners registered for assessment listed</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that for each learner listed on the authentication report there is a portfolio of assessment available and marked</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Confirm that a result is recorded for all learners entered on the authentication report</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Marks are totalled correctly on the marking sheet.</li> <li>• The mark on the marking sheet(s) is transferred correctly to the authentication report.</li> <li>• All forms, marking sheets etc signed off by tutor</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>After Internal Verification</b>	
<ul style="list-style-type: none"> <li>• Complete the internal verification report by agreed date and on agreed template</li> </ul>	<input type="checkbox"/>

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_