Knox Academy

NQ 2021 Alternative Certification Internal Verification Policy

Internal verification is an approach to quality assurance based on peer support and review that enables us to integrate quality into internal assessment from start to finish.

Internal verification:

- helps to ensure that all staff understand national standards and can apply them
- facilitates collaboration between staff and with external colleagues, both locally and regionally
- enables and ensures fair, accurate and consistent assessment judgements
- supports the credibility of internally-assessed qualifications with parents, employers, further and higher education institutions.
- allows quality concerns to be captured and addressed
- helps to protect assessors against challenges to professional assessment judgements
- supports preparation for successful external verification

Models of internal verification:
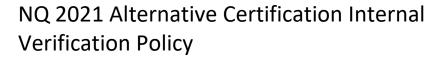
There are three broad approaches:

- **Lead Internal Verifier:** responsibility is allocated to named members of teaching staff for carrying out internal verification of particular Units, as part of a peer-review process. The internal verifier will sample assessments marked by other assessors.
- **Peer review:** All members of teaching staff in a department taking responsibility for both assessing and internally verifying Units, as a peer-review process. All staff take part in **understanding standards** activities and carry out cross-marking of each other's assessments.
- **Single Assessor (member) departments**: A networking approach to internal verification, allowing professional dialogue and cross-marking between assessors in different centres. This would be most likely to apply in single-teacher or small departments.

The stages of internal verification

Internal verification can be divided into three separate stages:

- **Pre-delivery** — **understanding standard** [Understanding Standards resources](#) materials and supports, (mainly completed on Monday 15th February in subject teams across East Lothian) and moderation and verification discussions around instruments of assessments prior to the assessment window (mainly completed on Friday 26th March in Subject Teams across East Lothian)

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- **Support and Sampling during Delivery** - both in school and across the local authority. Sampling of 10% of borderline candidates will be shared for external verification across subject teams within the LA Subject Teams on the afternoon of 25th May 2021.

- **Post-delivery reflection and review** – at department level following internal verification discussions during w/b/ 31st May

While most internal verification activity will be integrated within existing processes, it is important that key activities are documented. Primarily, this will support you in managing internal assessment and verification and planning for improvement, but will also allow you to demonstrate to SQA that an effective internal verification system is in place.

Purpose – SQA approved centres must have an internal quality assurance system that ensures all candidates are assessed in line with national standards.

Roles and Responsibilities – Within the system of internal verification an assessor and a verifier will be required to complete the process.
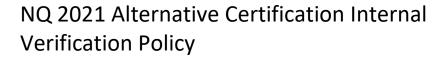
Internal process – Depending on the nature of the subject, a model of verification will be chosen

Records – appropriate records will be kept by departments that can be sent to SQA for external scrutiny

Course assessments 2021- specific detail

- All teaching staff involved in the delivery and assessment of National Qualifications have a knowledge and understanding of the national standards
- Teachers have engaged with the most recent **Understanding Standards** resources and activities as appropriate
- Teachers are working with all of the information currently available from SQA and their LA
- Instruments of assessment are in line with SQA subject specific guidance
- An appropriate number of assessment opportunities are planned, as part of a wider school assessment calendar, to generate key assessment evidence used for generating provisional results
- Pupils are made aware of which assessment evidence will contribute to their provisional grade and, where possible, the weighting of each piece generated
- Assessments will be carried out in class, under exam conditions
- Additional Assessment arrangements are in place for pupils requiring them

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Provisional Grades – specific detail

- Provisional grades are based on evidence of demonstrated attainment gathered according to SQA guidelines
- Assessment judgements are moderated within departments and the provisional grades are recorded in line with the 2021 verification policy
- Curriculum Leaders and DHTs/HT will meet to discuss the provisional grades for their faculties and their QA
- Grade boundaries are agreed and are applied consistently
- Before submitting provisional grades, we will consider historical trends in our school data to ensure that pupils have not been unduly advantaged or disadvantaged in this process.
- SQA will sample school verification process
- School Senior Leaders will meet with the Local Authority's QIOs to analyse provisional grades
- CF/SC/PL and admin team will complete the process for certification before the closing date of 25 June 2021