Internal Verification Policy - Vocational Programmes

September 2023

(To be reviewed September 2024)

Safeguarding Statement -

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction -

This Internal Verification Policy for Vocational Programmes outlines the procedures and responsibilities for internal verification within SupaJam Education in Music and Media. The purpose of this policy is to ensure the accuracy, fairness, and consistency of assessments, evaluations, and learning outcomes across all vocational programmes offered by the organisation. SupaJam is committed to ensuring that all staff are trained in assessment and IV practices; this is to improve their continuing professional development as well as ensure all learners have fair access to assessment.

Internal verification across vocational programmes is lead by the Swanley Vocational Coordinator (VC) and overseen by the Director of Education, Operations and Innovation.

Note: the procedure for Maths and English is different to that of the vocational programmes, please see the Internal Verification Policy - Maths and English for guidance on Maths and English procedures.

Objectives -

The objectives of our internal verification process are as follows:

- To maintain and improve the quality and standards of assessment across vocational programmes.
- To ensure consistency and fairness in grading and feedback.
- To provide assurance that the assessment practices are in alignment with awarding body standards and regulations.
- To support the continuous improvement of the teaching and learning process.
- To ensure a standardised approach to assessment is embedded across the organisation.

Roles and Responsibilities of -

1. **Assessors:**

    - Create assignment briefs for RSL and Prince's Trust programmes which meet the relevant learning outcomes and programme standards.

- Administer assessments and evaluate student work.
- Maintain accurate records of assessment results.
- Ensure that assessment and grading deadlines are met in line with the assessment and IV plan/TLA policy.
- Communicate any assessment or IV issues to their line manager and Swanley VC.

2. **Internal Verifiers:**

- Are appointed individuals responsible for reviewing assessment materials and processes.
- Ensure that assessment criteria, marking schemes, and rubrics are clear and appropriate within all assignment briefs.
- Verify the consistency of grading across different assessors.
- Validate the accuracy of assessment records and ensure compliance with regulations.
- Identify the overall standard of assessment practice, flagging any issues to the Swanley VC.
- Ensure that deadlines are met in line with the assessment and IV plan/TLA policy.
- Keep and maintain all records of interval verification activities.
- Internal verifiers can be assessors within the organisation, but they cannot IV any assessments which they have delivered.

3. **Swanley Vocational Coordinator:**

- Oversees the implementation of the internal verification process for all vocational programmes delivered by the organisation.
- Runs standardisation activities across the organisation.
- Collaborates with internal verifiers to address any discrepancies or issues arising from verification.
- Creates the assessment and IV plan, IV schedule, and quality checks all records.
- Flags important issues to the Director of Education, Operations and Innovation.
- Ensures assessors and internal verifiers are trained in the requirements of assessment the internal verification process.

Internal Verification Process -

Assignment Briefs:

All assignment briefs used by the organisation must be internally verified before being used for assessment. If any actions are required on assignment briefs following the IV process, assessors must make sure these are actioned before the briefs are shown to students.

All assignment briefs must be IV'd prior to the start of the academic year. Teachers will ensure that assignment briefs are up to date with the relevant awarding body criteria and ensure that they are as vocationally relevant as possible. Internal verifiers will ensure that the assignment briefs meet the requirements of the awarding body and have the relevant assessment dates in line with the delivery schedule and assessment/IV plan.

Assignment brief IV process:

1. **Assignment brief creation -**

   - Assessors will create the assignment briefs before the start of each academic year, the briefs will be made using SupaJam templates but must include all the correct information from the vocational syllabus documents.

2. **Internal Verification of assignment briefs -**

   The IV team will go through:
   - The qualification and unit details, assessor names, and assessment dates to see if all required criteria have been hit inline with the RSL briefs/SupaJam TLA policy.
   - The scenario and task lists to ensure that they are vocationally relevant and allow all learners a fair chance to achieve through each assessment.
   - The criteria and overall formatting of the documents to ensure that all formatting requirements have been met.

3. **IV Form sent to assessor -**

   Assessors will then receive an IV form for each module from a member of the IV team which will give feedback to the assessor and identify any changes that need to be made to the assignment brief. Possible changes include:

   - Scenario changing to be more vocationally relevant.
   - Assessment date changes if not in line with TLA policy assessment dates.
   - Task requirement changes to be more in line with awarding body assessment criteria.
   - Changes to evidence requirements for tasks.
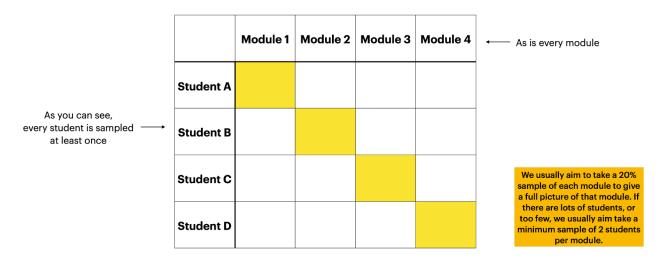
4. **IV Completion Period -**

   - Once assessors have received the IV form, they will be given a deadline (usually two weeks) to complete the required changes and ensure that the form is signed and returned to the IV team.

5. **Sign and return the IV form to the IV team -**

   - The IV team will do a final check on the assignment briefs and sign off the forms once they have been returned. The IV will make a note in the footer of the assignment brief that the document has been IV'd and will make a PDF version for teachers to use with students.

Assessment:

Interval verifiers will sample a selection of learner work from each module (usually 20%), the purpose of this is to ensure that assessments and feedback are meeting the requirements of the awarding body. SupaJam operates a 'systemic sampling' approach. This means that there is an ordered process followed which outlines the specific learners IV'd across each assignment. All learners across the organisation will be IV'd at least once across the academic year.

	Module 1	Module 2	Module 3	Module 4
Student A	�(sampled)			
Student B		▢(sampled)		
Student C			▢(sampled)	
Student D				▢(sampled)

← As is every module

As you can see, every student is sampled at least once →

We usually aim to take a 20% sample of each module to give a full picture of that module. If there are lots of students, or too few, we usually aim take a minimum sample of 2 students per module.

Assessment IV Process:

1. **Student Sample -**
   - Once the deadline for first or final submissions has passed, the internal verification team will select a sample of learners and begin the process of IV'ing their work. (The sample is usually 20% or a minimum of 2 learners)
   - Some modules will be IV'd after first submission, whereas most will be IV'd after the second submission deadline.

2. **Internal Verification of student work -**

   The IV team will go through:

   - The learners' work on the module (all tasks). The IV team will look over the work to see if all required criteria have been hit in line with the RSL criteria.
   - Grading and feedback to learners. The team will then look at the grading and feedback to make sure that assessors have given the correct grade, correct numerical value and have given effective feedback.
   - Marking sheets/Marking Matrix. The IV team will then make sure the assessor has correctly uploaded the grades onto the marking sheets and marking matrix.

3. **IV Form sent to assessor -**

Assessors will then receive an IV form for each learner from a member of the IV team which will give feedback to the assessor and identify any changes that need to be made to their work. Possible changes include:

- Grades being changed for specific tasks/the entire module itself.
- Learner work may require more detail or additional changes.
- Attachment files may need to be re-labeled.
- Marking sheets need to be moved to the correct folder/completed.
- Marking matrix needing to be completed.

4. **IV Completion Period -**

- Once assessors have received the IV form, they will be given a deadline (usually two weeks) to complete the required changes and ensure that the form is signed and returned to the IV team.
- When IV'd through first submissions, learners can use IV feedback to improve their grade through a resubmission.

5. **Sign and return the IV form to the IV team -**

- The IV team will do a final check on the learners work and ensure that all requirements have been met. Once the forms are signed by the assessor the IV will sign off the IV form and inform the assessor that internal verification is complete.

Note: A 20% sample is the standard practice across each cohort. A larger sample may be taken in some cases, this may be but is not limited to the following:

- The IV has identified a common issue among the 20% sample.
- The assessor is in training and has less experience of delivering assessments.

In all cases, the assessor will be supported by the internal verifier and VC to ensure that all assessment requirements are met following the IV process.

Record keeping -

All records of IV processes will be held in the IQA drive and will be supervised by the Swanley VC and DoEOI. Records are kept for a minimum of ten years.

Documents used:

- **Assessment and IV Plan**
    - Created by the Swanley VC, this document outlines the assessment, grading/ feedback and IV dates across each cohort within the organisation.

Saved in the following folder: IQA - 2023/2024 - IV Schedules/Plan

- **IV Schedule**
  - Created by the Swanley VC, this document identifies the dates of internal verification and highlights which internal verifier is responsible for the IV of each class. IV's will highlight the relevant sections to show when the IV has been sent to assessors, and when the IV forms have been returned and signed off.

Saved in the following folder: IQA - 2023/2024 - IV Schedules/Plan

- **Assignment Brief IV forms**
  - Forms created by internal verifiers and sent to the assessors to ensure all requirements have been met in line with the vocational syllabus documents. Assessors are responsible for actioning any feedback and returning the forms to the designated IV within a two-week window.

Saved in the following folder: IQA - 2023/2024 - RSL Assignment Brief IV's

- **Assessment IV forms**
  - Forms created by the internal verifiers and sent to the assessors with feedback on the assessment and grading of student work. Assessors are responsible for actioning feedback and returning the forms to the designated IV within a two-week window.

Saved in the following folder: IQA - 2023/2024 - Student work/staff marking IV forms

RSL/Achieve Moderation Sample:

RSL and the Prince's Trust run external moderation for a random selection of modules and students at the end of the academic year. As part of this process, they will externally quality assure learner work, including examples which have been internally verified by the organisation. Should there be any issues, the awarding body may undertake a second moderation request at their discretion.

On all moderation requests, the awarding body will require all evidence of the students work as well as marking sheets, learner decollation forms, any reasonable adjustment forms, and the IV form if applicable.