

FITNESS NORTHERN IRELAND

Internal Verification Strategy 2011 - 2012

It is the policy of the company to have fully trained and qualified assessors and internal verifiers in place to enable learners to achieve a full qualification to the standards of the awarding organisation. This strategy addresses the following aspects of the IV role to that end.

- 1 To verify assessment
- 2 Support assessors in their professional development
- 3 Support tutors to ensure high quality of delivery

1 Verifying the assessment processes

The IV will plan to sample assessments from all categories of assessors. Samples are chosen from differing abilities, age and gender of learners and if any reasonable adjustments have been necessary. Standardisation of assessor judgements is to be made through observation of learner work products, personal, and witness statements, questioning (oral and written) and session delivery of the same criteria being assessed by different assessors.

2 Sampling Assessments

The sampling process is to ensure that the assessor has confirmed that evidence presented by the learner is valid, authentic, reliable, current and sufficient. The learner's portfolio will be sampled as a complete record of assessment. This includes assessment planning, notes from the assessor and summative assessment documents.

3 Monitoring Practice

The IV will observe and give feedback on their performance to all assessors at least once yearly. Feedback will be set against the assessor standards. Where an assessor is working towards an assessor award the IV will 'shadow' that assessor during the assessment process. Where an assessor without assessor qualification is assessing on optional units only, the IV will also 'shadow' that assessor and countersign the decisions. IV will carry out learner interviews at beginning, middle and end of their course. This practice ensures that assessors adhere to the assessor standards and are maintaining a professional approach to their work. For learners this practice ensures their satisfaction with how fairly they are being assessed and treated by staff. Learners requiring reasonable adjustments to enable access to assessment will be interviewed and their needs discussed. This will ensure they are provided with appropriate support in good time.

4 Standardisation

To achieve consistency of judgements the assessor team will meet on a regular basis to discuss the assessment process as a check that fairness to learners is evident. This also gives the assessor or IV an opportunity to bring concerns for discussion which may arise during the assessment process. Common assessment of the same work product can ensure that all assessors are assessing with consistency and to the same standard. Any points for concern after an External Verifier visit will be dealt with at these meetings.

5 Development and Support for Assessors

All qualification documents, guidelines, standards and Awarding Organisation Syllabus is given to all assessors. An induction in the familiarisation of these documents will be given to all assessors in the event of standard changes with new qualification documents being provided by the Awarding Organisation. Curriculum Vitae, copies of the assessors' qualifications and evidence of continuing professional development are held by IV for each assessor.

6 Managing the Quality of Delivery

The IV will liaise between the centre and the awarding organisation, ensuring that all information is passed to the assessor team. Any changes to this strategy will be made by the IV and the above will be reviewed on a yearly basis.

Eileen Boyd

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