



Assessment and Tracking Policy

DETAILS OF POLICY	
Original policy created by:	Andy Coates
Date of most recent review:	September 2023
Reason for review:	Update
Adopted by:	SLT
Parties communicated to:	All stakeholders
Methods of Communication:	School intranet, induction, website
Next planned review date:	September 2026
Persons responsible for audit review of policy:	Whole staff group

INTRODUCTION

The purpose of these procedures is to ensure a consistent approach to the assessment and internal verification processes.

The role of assessment and internal verification is vital to ensuring the quality of vocational programmes at SwitchED2. All practice should as a minimum requirement follow the NVQ/Awarding Bodies Code of Practice and any guidelines released by examining bodies. Included in this policy and procedure are all the key internal documents required for rigorous verification. Also included is the NVQ Code of Practice and also guidance notes that Assessors and Internal Verifiers should be aware of in order to ensure quality outcomes and practice.

POLICY

To ensure national standards are consistently met within all our NVQ and other vocational programmes, and that all our candidates have access to fair and reliable assessment of a consistent quality.

STRUCTURE

The structure of the Open Award delivery is spread across 2 faculty areas, Foundation Learning and Community Partnerships, covering these areas we have 1 lead external verifier and 1 Programme Internal Verifier who have responsibility for the quality in the programmes' assessment team.

PROCEDURE

This will be achieved by implementing a robust internal verification system as follows:

Each programme will have a named Internal Verifier who is responsible for the quality of assessment within that programme. Internal Verifiers will be supported by the Lead External Verifier.

All designated Internal Verifiers will carry out the role and responsibilities outlined in the NVQ Code of Practice. **The NVQ Code of Practice is a minimum requirement of quality standards for SwitchED2.** All Assessors and Verifiers should adhere to these at all times. A copy can be found on the SwitchED2 website.

The head teacher will have specific responsibility for supporting, developing and monitoring the performance of all Internal Verifiers, primarily through external verification reports.

Internal verification will be ongoing throughout the programme, including formative and summative sampling of assessment. Its purpose is to ensure that the assessment process is consistent and robust. Specifically:

- To ensure assessment materials are fit for purpose
- To ensure consistent and reliable assessment decisions through sampling
- To maintain quality and standards within the assessment practice
- To identify the development needs of Assessors
- To ensure Assessors are using appropriate documentation
- To disseminate Awarding Body information to Assessors
- To ensure Awarding Body guidance and codes of practice are adhered to
- To liaise with External Verifiers / Moderators and Awarding Bodies

Internal Verifiers for NVQ programmes will hold or be working towards accredited assessor and verifier qualifications. Internal Verifiers for other vocational programmes will be trained to standards if considered appropriate by their Line Manager.

Internal Verifiers must declare any conflict of interest to the head teacher when allocated Assessors to verify.

Induction and ongoing professional development activities will be provided to support new and existing Internal Verifiers.

Each course or group of courses has a named internal verifier(s) / moderator(s)

Each course has a sampling plan to confirm that assessment matrices are in place and that individual assessment briefs are internally checked before being distributed to learners where assessment is not prescribed by the Awarding Body.

Each Internal Verifier will need to complete a Open Awards Pre-Course Verification form to check all briefs/assessment methods are fit for purpose and is a fair, reliable, authentic, current and sufficient method of assessment.

Internal verification / moderation checks that Assessors clearly understand what evidence is required to meet the assessment outcomes / criteria

Internal verification / moderation provides appropriate feedback to Assessors

Records are kept of the IV / moderation process and placed in the Internal Verifiers' Programme files.

Where IV takes place in the workplace, any health and safety issues which are noted during the IV visit should be reported to the head teacher to action as appropriate.

The outcomes and any actions resulting from internal verification / moderation are normally followed up and resolved in the SwitchED2 weekly meetings or in the standardisation meetings, held 3 times per year, across all studies. As a result of these actions a Centre Standardisation Participant Form SF1 is completed by the assessment team sampling other area portfolios and all re-occurring issues are brought forward to the programme Internal Verifier.

As a result of this a Centre Standardisation Summary form is completed by the Internal Verifiers and Lead Internal Verifier. These are then fed back to the External Verifier to feed back to a range of external verifiers at the Awarded Bodies Standardisation meetings.

Where appropriate, appeals will be recorded and forwarded on to the External Verifier, in line with Awarding Body requirements.

SAMPLING STRATEGY

- 1) Every Assessor must be observed against every scheme (NVQ) that they assess or once every academic year but within 4 weeks of the start date regardless of experience.
- 2) Based upon this visit the IV will then make adjustments to the IV sampling plan as necessary based on the needs of the assessors involved in the scheme which may be based upon evidence found and / or experience of assessor.
- 3) At this first visit opportunity should be taken to sample portfolios and interview candidates.

PROCEDURE FLOW CHART

Lead Internal Verifier to check enrolments against Awarding Body registrations and receive a copy of the RAC forms.



Pre-Course verification completed by programme IV and assessment team.



Once approval given from the pre-course verification on the assessment activities, these can be planned with the assessment teams and carried out with the learners.

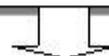
Programme IV to produce a sampling for each course



Internal Verification to be carried out by the named IV for that programme
Assessment teams to hand all sampling plan units by the due date.
All other units are to be handed in to programme IV to file away for external Verification.



All IV'd units and completed units by assessment teams are handed to the Approved Internal Verifier.
Random sampling is completed by the Approved IV once received a full cohort and recorded on the approved IV tracking. Minimum of 20% for each course.



End of course lead IV to check registrations against RAC's, this to be done with Programme IV for final sign off and check



