

2015

VERIFICATION & MODERATION POLICY



POLICY DOCUMENT

Dalziel High School Verification Policy



Purpose of Internal Verification

A significant proportion of SQA qualifications are now internally assessed. The purpose of internal verification is to ensure that SQA assessments are valid, reliable, practical, equitable and fair and that these standards are applied uniformly and consistently. Effective Verification is an ongoing process. It involves a procedure of agreed pre assessment and post assessment decisions.

The aims of internal verification are to ensure that:

- appropriate assessments are used for each qualification
- assessments are capable of generating sufficient evidence to allow candidates to demonstrate that they have met the national standard
- all assessors are familiar with the national standard
- assessors reach accurate and consistent decisions for the same qualification for all candidates in their centre in line with national standards

ROLES AND RESPONSIBILITIES

ROLE OF THE ASSESSOR

Pre assessment the assessor should:

- have sound knowledge and understanding of national standards.
- be a specialist in the subject area
- prepare candidates for assessment
- decide how candidates will be assessed
- ensure marking schemes and checklists are in place to support assessment decisions
- discuss and agree assessment, procedures and marking schemes with internal verifier
- select or develop instrument of assessment in line with current SQA unit specification requirements
- specify learning outcomes on assessment or ensure candidates are aware of learning outcomes
- assess candidates.

Post assessment the assessor should:

- make and record assessment judgements
- provide appropriate feedback to candidates
- evaluate success/impact of pre, during and after assessment procedures
- discuss success/impact with internal verifier and agree action plan if required



ROLE OF THE INTERNAL VERIFIER

Pre assessment the verifier should:

- check instrument of assessment is appropriate and in line with SQA unit specification criteria
- ensure and confirm with assessor that all marking instructions, checklists and recording procedures are appropriate and demonstrate reliable evidence for external verification requirements.

Post assessment the verifier should:

- provide opportunity for standardisation through sampling of selected candidate's assessment
- ensure recording of sampling procedures are in place
- provide feedback to assessors
- agree, confirm and recorded further action
- check candidate's assessment records are up to date and monitored
- ensure consistency throughout procedures
- liaise with assessor on selection of sampling when preparing for external verification
- ensure department is prepared for External Verification and liaise with External Verifiers when appropriate.

INTERNAL VERIFICATION PROCESS

- The **assessor** will assess the learners' work (**in red pen**) using suitable instruments of assessment and standards agreed and verified by the **internal verifier**. The timing of assessment and policy for re-assessment will also be agreed prior to any assessment by both the **assessor** and the **verifier**. This can be done at a DM so all department staff are involved. Marking principals will be agreed at a departmental level. (*Appendix 1*) The assessor records the assessment decisions on the appropriate **departmental forms** (*Appendix 2*) modelled on whole school templates and SQA exemplars.
- The **internal verifier** will sample a selection of pupil work (**in green/blue pen**). This may involve several members of the department and should take place as soon as possible after assessment. The result of this will be logged on the appropriate section of the departmental form. (*Appendix 2*)
- Any discrepancies of unresolved issues will be recorded on the departmental form (*Appendix 2*) and passed to the Principal Teacher or a 2nd departmental member of staff for verification. Further pupil assessment will be sampled as necessary. The Principal Teacher will have the final decision.
- **The centres final decision must be highlighted on the form**
- The departmental verification form will be signed by both the **assessor** and the **verifier**.
No one member of staff will both assess and verify the same pupil assessment.



STANDARDISATION

Standardisation will be implemented as part of the department's quality assurance procedures and reviewed at regular intervals. Standardisation will be carried out when more than one assessor delivers and assesses the same course to avoid discrepancies. In particular Standardisation should take place where new assessors are involved or new courses are being implemented.

This will take place before any formal assessment or verification has taken place. This process will take place through discussion, observation of practice, feedback and sampling of work until a consensus is reached. This allows each assessor to individually assess work and internal verification to take place.

Standardisation ensures that assessment is valid, reliable and in line with national standards. The following methods such as **dual assessment, cross assessment, evidence review, double marking** and **blind marking** may be used to conduct standardisation. The internal verifier will ensure that the most appropriate method is selected for the nature of the assessment. When these methods are used the work will be recorded, dated and signed.

INTERNAL VERIFICATION SAMPLING

Throughout each curricular area, the internal verifier should select a sample of candidate evidence to check that each assessor is making consistent decisions concurrent with the national standard. Sampling of candidate evidence should be taking place throughout all units and work related to the assessment process.

- A range of assessment methods should be included in the sample and should be sufficient to allow candidates to demonstrate that they can achieve the national standard.
- The chosen assessment instruments and assessment guidelines are valid and are applied consistently by the assessor for all candidates at each level.
- The final assessment decisions made by the assessor(s)/verifier are accurate and reliable.
- The outcome of internal verification should be given as feedback to the assessors and used to direct any changes to the assessment process.
- It is essential that final assessment sampling decisions are recorded accurately and must be readily available for the External Verifier and the awarding body. (*Appendix 2*)

All departments must include over time, all assessors, assessment methods and sampling strategies within the record of sampling. (*Appendix 2*)

Samples of candidates work will be cross marked and discussions at DMs will inform this exercise. The internal verifier should, if possible, select 12 examples of pupil's work (from borderline pass, clear pass, borderline fail and clear fail, if available). It is recommended that where a course is being introduced a larger sample is used.

If there are significant discrepancies, further scripts will be sampled as necessary. If agreement cannot be reached, the PT will make the final decision. The class teacher will be responsible for ensuring that all other scripts are subsequently amended in accordance with the Internal Verification decisions.



All assessors will be provided with the assessment guidance (*Appendix 1*) and a copy of internal verification paperwork.

FEEDBACK

The internal verifier should record all decisions and provide detailed feedback for decisions made. (*Appendix 2*)

It is important that the feedback should take the form of written notes and that formal discussions are used to develop understanding. The internal verifier will suggest improvements regarding assessments and the assessment judgements made by each individual assessor, using candidates work where appropriate.

It is important, for external verification purposes that a paper trail accompanies the Standardisation and Internal Verification exercises. Therefore the Internal Verifier will ensure that all feedback will be provided on an 'Interval Verification Record' and points for discussion will be noted on an Internal Verification – Record of Meetings. (*Appendix 3*)

Both records will be provided to staff members, PT's should also keep a copy of these records for External Verification. These must be signed and dated.

Maintaining Verification Records

Records of effective internal verification activity should include:

Policy:

- Documented internal verification policies and procedures

Appendix 2:

- Reports of standardisation exercises
- Records of observation of assessment
- Records of all sampling activity

Appendix 3:

- Reports of meetings with assessors to discuss assessment planning
- Reports of meetings to agree the validity of assessment instruments

The means by which this information is held and updated is at the discretion of the centre but it must be readily available for the External Verifier and the awarding body.