

Procedure Title	Internal Verification
Associated Policy	<ul style="list-style-type: none"> Chapter 6 Assessment of Learners
Version Number	V1
Owner	Education and Training Manager
Adoption Date	06 2022
Review Date	09 2023
Next review date	09 2024

Purpose

Internal Verification (IV) is an internal mechanism which is conducted to ensure that the correct procedures were followed during the assessment process and that the correct assessment process is in place. IV is conducted on all programmes by the ETM at the end of each assessment period. IV is an essential and valuable tool in the assessment process as it is the first step in approving and finalising learner results. It is to ensure that assessment procedures have been applied consistently across our assessment activities.

Scope

All Learners that submit for Certification

Internal Verification takes up place up to 3 times per year.

Steps for Implementation

- The ETM is the Internal Verifier for LWL.
- Tutors ensure that all assignments meet the required standard and are submitted along with the tutor folder on the agreed date for submission in a sealed storage box, provided by LWL.
- Administration assistance is available during the IV process to verify results totals and update information to QBS ensuring that.
 - Marks are calculated correctly.
 - Marks are transferred correctly from Learner evidence to marking sheet.
 - Marks are updated correctly to QBS.
 - Learners details are updated correct to QBS.
 - The ETM is responsible to ensure this is updated correctly.
- Monitoring of assessments takes place on a sampling basis – Highest, lowest, marginal and random for each programme module submitted. At least one third of assignments must be sampled.
- If there are less than 4 assessments for an award, then all are sampled

- Where the same minor award is offered in more than one location, or are submitted at the same time, the groups are be clearly identified on the IV report. Each group should be sampled separately.
- The Internal Verifier (ETM) compiles an Internal Verification report, confirming the accuracy of assessments process and results. This report also highlights any irregularities identified in the process.
- QQI Authentication Report by Learner Group by Minor Award is signed by the IV.

Reference Documents

<https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf>

Supporting Documents

Internal Verification Report

QQI Authentications Report by Learners Group by Minor Award