

Internal Verification Policy

Policy Review Date: 21/03/2025

Next Review Date: 21/03/2026

1. Introduction to Internal Verification

Internal verification is a fundamental process through which the Footprint School of Business (FSOB) ensures that all assignments are assessed consistently, and assessors receive constructive feedback to refine their assessment practices and judgements. This process guarantees adherence to the requirements of the awarding body, TQUK. FSOB is committed to rigorous internal verification across all courses, ensuring that assessors accurately determine whether learners have demonstrated the achievement of Learning Outcomes (LOs) at the standards specified by the assessment criteria.

A structured verification system is in place, with all tutors, markers, and internal verifiers undergoing comprehensive training and standardisation to uphold consistency in assessment standards. Assignments will initially be marked by an FSOB-approved assessor, and subsequently, a minimum of 10% of all marked assignments will undergo internal verification. In instances where the total number of submitted assignments is not evenly divisible by ten, FSOB will verify the nearest feasible percentage. For example, if a learner submits a single assignment, that assignment will be internally verified; similarly, if eight assignments are submitted, one will be selected for internal verification.

This process is crucial for the following reasons:

- Ensuring internal assessments align with the awarding body's requirements.
- Providing support to all markers through evaluation and validation.
- Promoting consistency and fairness in assessment, enhancing reliability.
- Reducing the likelihood of adjustments at the External Verification stage.

All FSOB assessors will act as Internal Verifiers as required. Each assessor will receive feedback and undergo internal verification to ensure their marking aligns with the required standard. Newly appointed markers/assessors will have 25% of their assessments internally verified for the first month to validate their judgements and enhance the accuracy of their feedback. Similarly, new schools submitting assignments to FSOB must initially have 25% of their assignments internally verified within the first month of submission to confirm assessment consistency.

2. Assessment Procedure

Markers will adhere to OfQual's (OTHM or TQUK) marking guidance when conducting assessments. Learners will receive a grade of Pass, Merit, Distinction, or Fail, based on the

marker's professional judgement. The marker will complete the Assignment Front Sheet and may annotate the learner's submission as necessary. Feedback provided will be constructive and developmental, directly linked to the assessment criteria and Learning Outcomes. Generalised feedback will be avoided to ensure clarity on areas of success and improvement. However, specific elements of the marking scheme will not be disclosed.

The marking process will be completed within ten working days of assignment submission. Internal verification will be conducted once a learner has submitted all assignments within their course and will be completed within ten working days of submission. The assessment process will be aligned with FSOB's Appeals Procedure and Malpractice Policy.

All internal verification data will be systematically recorded and securely maintained by FSOB for future reference.

3. Role of the Internal Verifier

Internal verification will be undertaken by a suitably qualified member of staff with relevant experience and/or training in moderation practices. This is an independent role, and the verifier must not act as both Marker and Internal Verifier.

The Internal Verifier is responsible for:

- Ensuring consistent application of assessment criteria and standards.
- Identifying and disseminating areas of best practice.
- Advising assessors on effective assessment methodologies.
- Playing an integral role in the appeals procedure when assessment decisions are contested.
- Confirming instances of plagiarism, collusion, or malpractice.
- Ensuring consistency in assessment procedures.
- Liaising with the External Verifier to implement necessary improvements.
- Providing FSOB with comprehensive records and documentation as required.

4. Quality Assurance Procedures for Internal Verification

The internal verification process is an essential component of FSOB's quality assurance framework and comprises the following key elements:

- Verifying assessment grades through systematic sampling of marker judgements and feedback. The sample selection is determined by FSOB; however, OfQual reserves the right to review the internal verification process as necessary.

- Ensuring a representative spread of grades is moderated, reflecting a range of marker decisions.
 - Sampling assignments from a diverse set of learners to ensure consistency.
 - Maintaining accurate and transparent records using the Internal Verification documentation prescribed by OfQual e.g OTHM or TQUK
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Sample: TQUK Internal Verification Form

Qualification Title:

Unit Title:

Assignment Name (if applicable):

Learner Name:

Learner ID Number:

Name of Assessor:

Date of Assessment:

Is the feedback to the learner linked to achievement of LOs and assessment criteria? Yes/No

Provide evidence for your judgement:

Has the work been assessed in accordance with AC standards? Is LO achievement secure? Yes/No

Provide evidence for your judgement:

Is the feedback detailed enough for the learner to understand achievements and areas for improvement? Yes/No

Provide evidence for your judgement:

Identify any required actions for the assessor arising from verification.

Provide deadlines for actions and return dates for the learner's work to the IV.

Confirmation of Actions Completed:

Assessor Name & Signature:

Internal Verifier Name, Date & Signature:
