



Sydenham Garden Internal Verification Policy and Procedure

Internal Quality Assurance (IQA) is a process in which assessment practices and decisions are regularly sampled and evaluated and findings are acted upon to ensure consistency and fairness.

The purpose of Internal Verification is to ensure that all assessments undertaken by the Centre are carried out fairly and with integrity, and to ensure that assessors are making justified assessment decisions. Also, that assessment tasks are effectively designed so as to enable students to produce evidence of their learning that meets the required assessment criteria.

The Internal Quality Assurance ensures:

- A forum for discussion of borderline cases
- That there is a valid, reliable and consistent award of credit.
- Appropriate, consistent, fair, transparent and equitable assessment decisions are reliably recorded.
- Clarity for learners about assessment requirements
- Effective preparation and presentation for External Quality Assurance (EQA)
- Regular review of the programme
- Tutor networking and sharing of good practice

The Process

The Tutor (or Assessor) will assess the Learners work and record their assessment decisions on appropriate forms.

Internal Verifiers will be required to:

- Access Internal Moderation training approved by Open College Network (OCN) London
- Verify the assessment judgements made by each tutor across a range of units are valid, reliable and consistent.
- Check that any variation between assessment tasks used by different assessors are comparable.
- Check individual tutor/assessor assessment records.
- Provide clear records of all internally verified assessments for external verification.
- Provide feedback to individual tutors/assessor that aids the development of their assessment practice.
- Share good practice in assessment.
- On an annual basis formally review the courses in consultation with tutors.

- Act on any recommendations given in the external quality report provided by or on behalf of OCN London.

There will be an annual standardisation meeting to ensure that all Tutors / Assessors are clear about assessment requirements. Assessors will all use the same assessment task sheets to record achievement (to ensure consistency and a clear audit trail).

The Internal Quality Assurer (IQA) will sample assessed work in-line with the sampling strategy to ensure that all the criteria in the units are being met and the workload for learners is appropriate to the level and credit of the unit.

The IQA will liaise with the External Quality Assurer (EQA), where appropriate, regarding dates for signing off units/qualifications, samples required and any meetings with Tutors and Learners. Internal Quality Assurance paperwork will be completed prior to the EQA visit.

All Tutors and/or Assessors will be provided with assessment guidance and a copy of internal Quality Assurance paperwork.

The sampling process will comply with OCN London requirements.

Sampling

Sampling can take place on or off site, for both interim and summative sampling. To ensure that robust and structured processes are in place which also capture the learner's journey the subsequent procedures are required to be adhered to:

- Both interim and summative sampling will be a planned process in accordance with both the course delivery model and schemes of work. This will ensure that the IQA can strategically plan moderations fitting the type of sampling to take place (interim or summative) and what is required to be sampled.
- Tutors/Assessors will be informed in advance that IQA will take place.
- Tutors/Assessors should ensure that learners are informed that IQA will take place.
- The IQA may engage in other activities which include interviewing learners, tutors and observations of teaching, learning and assessment.
- Tutors must ensure that the learners' portfolios are available for sampling.
- The IQA will sample the learners' portfolios and the judgements and findings will be recorded.
- In the case of an IQA observation, instant feedback will be provided to the tutor that will be followed up by the IQA forwarding the IQA report onto the tutor.
- The report will include celebrating best practice assessment, areas for development or any actions required deriving from the sampling.
- It is the intention that this process feeds into performance management systems and processes.

Other factors to consider for all courses are:

- Sites of delivery (if applicable)
- Tutors / Assessors' qualifications, level of ability and competency
- Number of units within the framework of each qualification
- Delivery methods and models
- Previous and ongoing Internal Verification recommendations

- Assessment methods determined by the requirements of each course
- Special arrangements
- EQA recommendations
- Borderline cases in relation to additional support needs identified or disclosed
- Unit or qualification level

Course documentation will be kept securely in accordance with the General Data Protection Regulations 2018 and the Data Protection Act 2018. The IQA will select the sample. The IQA will provide feedback to the Tutor / Assessor of the outcome of internal Quality Assurance. The Assessor will follow up any action points identified.

Sydenham Garden will ensure due diligence and governance is upheld in relation to fair and equitable approaches with regard to management, leadership, teaching, assessment, IQA moderation practices in order to maintain professional integrity in accordance with the Equality Act (2010) and the 9 Protected Characteristics.

All internal Quality Assurance records will be available to the External Quality Assurer. Data will be handled, stored and retrieved in accordance with the General Data Protection Regulations 2018 and the Data Protection Act 2018.

The Internal Quality Assurance process will be reviewed at the end of the year and any changes/recommendations will be recorded.

IQA Sampling Policy

Assessor Risk Rating

Each Assessor will be judged as being either: Low, Medium or High risk, depending on their identified experience and reliability of delivery.

The rationale of risk rating will be based upon the following conditions, with the highest emphasis being on experience and referral rate.

Low Risk	Medium Risk	High Risk
Experienced Assessor <i>(12+ months delivery with successful IQA feedback of assessment practices)</i>	Moderately Experienced <i>(6+ months delivery with advisory comments from an IQA observation)</i>	Inexperienced Assessor <i>(Less than 3 months delivery or serious actions from feedback)</i>
Less than 5% referral rate of sampled assessments	5% to 20% referral rate of sampled assessments	20% + referral rate of sampled assessments
Successful Assessor observation (if applicable)	Observation with advisory notes (if applicable)	Observation with serious actions (if applicable)

The allotted risk rating will be administered at the discretion of the IQA.

Sampling Strategy

To ensure the effective control of Internal Quality Assurance the following Sampling Strategy has been agreed.

The sampling will be based upon the assessment requirements for each qualification and level.

IQAs will ensure that the sampling plan and subsequent completed samples demonstrate the appropriate identified percentage of sampling as identified in the risk rating below and the Risk Assessment Group (RAG) model as specified.

Low Risk Assessors

50% of units submitted will be presented for IQA sampling for each learner within the qualification.

Medium Risk Assessors

60% of all units submitted will be presented for IQA sampling for each learner within the qualification.

High Risk Assessors

70% of all units submitted will be presented for IQA sampling for each learner within the qualification.

All learner assessments will receive an administrative quality check before being submitted for certification. This will ensure: Validity, Authenticity, Reliability and Sufficiency.

Sampling Plan

The sampling plan has been designed to track: qualifications, assessment variations, assessment methods and assessors in line with the identified risk rating and required sampling percentage.

New assessors will be observed within the first 3 months of delivery (providing learner assessments have commenced) to enable an accurate risk rating. Performance management systems and processes will be robust to ensure regular audit, supervision and standardisation takes place.

Assessor Support and Standardisation

At least one standardisation meeting per year will be held to discuss the programme delivery, findings of sampling, areas of identified good practice, regulatory requirements and the requirements of OCN London.

Review

This policy will be reviewed annually unless circumstances mean an earlier review is necessary.

Policy adopted by Board of Trustees on: 15 July 2022

Policy last viewed: July 2025

Date of next Review: July 2026