

Internal Verification Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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Author	Version No	Date Approved	Review Date
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Adam Smyth	V1.1	September 2025	September 2026

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INTERNAL VERIFICATION POLICY

1. INTRODUCTION

Internal Verification (IV) at Hatfield Wick Education (HWE) is a core internal quality assurance process that ensures assessments are fair, valid, reliable, and meet awarding organisation standards.

This policy aligns with awarding organisation requirements (including NCFE), Ofqual regulatory expectations, Ofsted inspection criteria, the Equality Act 2010, SEND Code of Practice, and Keeping Children Safe in Education (KCSIE).

2. AIMS

- 2.1 Ensure internal verification processes are transparent, fair, and free from bias.
- 2.2 Maintain accurate and secure records of all IV activities.
- 2.3 Promote consistency and accuracy in the assessment process.
- 2.4 Ensure assessments are inclusive and meet the needs of learners with SEND, in alignment with the Equality Act and SEND Code of Practice.
- 2.5 Use internal verification outcomes to enhance teaching and assessment practices.

3. SCOPE

This policy applies to all staff involved in the design, delivery, assessment, and internal verification of accredited programmes at HWE, including assessors, internal verifiers, programme leads, the Exams Officer, and Senior Leadership Team (SLT).

4. RESPONSIBILITIES

Internal Verifiers (IVs)

- Verify assessment briefs before issue to ensure validity and alignment with qualification specifications.
- Sample assessed learner work in line with a documented IV sampling strategy.
- Ensure assessment decisions are consistent with grading criteria.
- Provide written feedback to assessors.
- Escalate concerns regarding assessment integrity to SLT.

Assessors

- Assess learner work in accordance with qualification requirements.
- Apply reasonable adjustments appropriately and document them.

- Respond to IV feedback and implement required actions.
- Declare any conflicts of interest prior to assessment.

Exams Officer

- Maintain secure and accurate IV records.
- Retain IV documentation for a minimum of three years post-certification (or longer if awarding body requirements specify).
- Liaise with external quality assurers.

Senior Leadership Team (SLT)

- Oversee implementation of IV processes.
- Ensure IV arrangements meet awarding organisation requirements.
- Review IV outcomes as part of quality assurance and self-evaluation.

5. KEY PRINCIPLES AND PROCEDURES

Planning

- An annual IV schedule is developed and linked to assignment plans for each programme.
- All assessors are included in the schedule to ensure coverage of all programme activity.

Verification of Assessment Instruments

- Assessments are verified before they are issued to learners to ensure they align with programme specifications and grading criteria.
- Feedback from IV is recorded, and any required adjustments are made before assessments are used.

Verification of Learner Work

- A structured sample of learner work is reviewed to ensure assessment decisions are consistent and meet external standards.
- Assessors cannot internally verify their own assessments.
- Where discrepancies are identified, appropriate action (including re-marking or expanded sampling) will be undertaken.

Record Keeping

- IV records are maintained securely and systematically for three years post-certification.
- Standardised documentation is used to ensure consistency in record-keeping.
- All IV records will be stored securely in line with data protection requirements.
- Records will be available for external quality assurance.

Continuous Improvement

- Feedback from IV activities is used to improve assessment practices and staff development.
- IV is promoted as a collaborative and developmental process between assessors and verifiers.

6. INCLUSION AND ACCESSIBILITY

SEND Considerations

- Assessments are adapted where necessary to ensure accessibility for learners with SEND, in line with the SEND Code of Practice.
- Internal verifiers ensure that reasonable adjustments are implemented without compromising assessment integrity.

Equality and Diversity

- All IV activities reflect HWE's commitment to equality, ensuring no learner is disadvantaged based on protected characteristics under the Equality Act 2010.

7. SAFEGUARDING AND LEARNER WELFARE

- All staff involved in IV processes receive safeguarding training in line with KCSIE.
- Safeguarding concerns arising from assessments or learner submissions are reported to the Designated Safeguarding Lead (DSL) immediately.
- Confidential learner information must be handled appropriately.

8. LINKS TO EXTERNAL GUIDELINES

- **Programme Specifications:** Provide detailed guidance on assessment requirements for each qualification.
- **Examining Body Policies:** Ensure alignment with NCFE and other awarding body standards.

- **HWE Centre Guide to Assessment:** Offers guidance on planning, designing, and delivering assessments.

9. MONITORING AND REVIEW

- **Annual Policy Review:** This policy is reviewed annually to reflect updates in legislation, regulatory requirements, or best practices.
- **Audit of IV Practices:** Regular audits ensure compliance with internal and external quality assurance standards.
- **Feedback Mechanism:** Input from staff, learners, and external verifiers informs improvements to the IV process.

10. COMMUNICATION AND TRAINING

- 10.1 **Staff Training:** All assessors and verifiers receive regular training on IV procedures and regulatory requirements.
- 10.2 **Policy Accessibility:** This policy is shared with staff during induction and made available on the HWE internal system.

By adhering to this policy, Hatfield Wick Education ensures the integrity of its assessments, supports learner success, and meets the highest standards of quality assurance.