Assessment & IV policy

Achieve UK Training

95 Grove Lane,

Handsworth,

Birmingham,

West Midlands,

B21 9HF

Email: contact@achieveuktraining.com

Web: www.achieveuktraining.com

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Assessment / Internal Verification Policy

Statement of purpose

- To ensure that assessment methodology is valid, reliable, open and prevents disadvantage by ensuring the process is open, fair and free from bias to the required standard.
- To ensure that there is accurate and detailed recording of assessment decisions

Prior Assessment
We will assess the skill level of candidates and only enter them for assessments / exams when they are ready.

When doing this consider:

- The other qualifications that the candidate has achieved
- The prior work experience/training undertaken by the candidate

Recognition of Prior Learning
Recognition/Accreditation of prior learning or experience (RAPL) is an assessment process which enables recognition of achievement from a range of activities using any valid assessment methodology. Evidence submitted for RAPL must be authentic, current, relevant, sufficient, and in accordance with any requirements and assessment strategy as set out in Awarding body's qualification specifications.

Reasonable Adjustments
A reasonable adjustment may be used by our centre to that particular individual

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled candidate;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the candidate and other candidates.

Special Consideration
Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of

controlled assessment/coursework, is materially affected by adverse circumstances beyond their control. These include:

- temporary illness or accident/injury at the time of the assessment;
- bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- domestic crisis arising at the time of the assessment;
- serious disturbance during an examination, particularly where recorded material is being used;
- other accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- participation in sporting events or other competitions at an international level at the time of certification, e.g. representing their country at an international level in football or hockey;
- failure by the centre to implement previously approved access arrangements.
- When candidates have been fully prepared for the specification but the wrong texts have been chosen, special consideration may be given at the discretion of the awarding body. Centres are advised that it is their responsibility to ensure that the correct texts are taught. Where this has not happened there can be no guarantee that a candidate will
- receive special consideration. Such instances will be investigated by the awarding body on a case by-case basis.

In all cases, Awarding body's special consideration policy/procedure will for any formal request.

Assessors

- Ensuring that assessment is carried out
- Ensuring that workplace personnel who contribute to assessment decisions, operate within centre procedures and that necessary information for internal verification activities is complete and available to the internal verifier
- Taking into account the particular assessment requirements of the candidate
- Ensuring that each candidate is aware of his/her responsibility with regard to the qualification
- Judging students' work against performance criteria
- Identifying candidates' achievements
- Identifying gaps in achievements
- Giving constructive feedback to the candidate
- Meeting regularly with other assessors and the Internal Verifier in order to ensure a consistent approach
- Explaining and confirming assessment decisions with Internal Verifier
- Maintaining their own records of each candidate's achievement

Internal Verifiers
Centres must carry out internal verification and standardisation of assessments and assessors to ensure that effective learning in accordance with the accreditation requirements has been achieved, and each assessor is correctly interpreting and applying the requirements of the units consistently.

An Internal verifier should:

1. Establish procedures to develop a common interpretation of standards between assessors
2. Plan regular meetings with assessors to discuss assessment decisions and verification issues
3. Sample regular evidence of the assessment decisions made by all assessors across all aspects of assessment to monitor and ensure consistency in the interpretation and application of standards
4. Establish record-keeping systems and documentation used for assessment and internal verification
5. Support assessors by offering guidance and advice on a regular basis
6. Internal Verifiers are not permitted to IV their own assessment.

In addition to the above, the Internal Verifier has following responsibilities:

- To ensure that the assessors are appropriately qualified and that CPD is maintained
- To maintain and monitor arrangement for processing assessment information
- To provide confirmation to awarding bodies that assessment practice is to national standards through the quality system, procedures and records.
- To sample the records of assessors to monitor consistency of assessment standards
- To observe (where appropriate) a sample of assessments taking place to monitor consistency of assessment decisions
- To support the assessors through offering guidance and advice
- To act according to agreed procedures when disputes and appeals arise
- To ensure that opportunities are made for each disputes and appeals arise
- To ensure that opportunities are made for each candidate to achieve the required levels for each unit of the study programme
- To maintain regular contact with assessors

There will be at least 1 nominated internal verifier for each qualification a centre delivers.

All team leaders / internal quality assurers to be suitably qualified and also meet any occupational requirements.

Internal moderators/verifiers cannot verify their own assessments.

Sampling and Verification Plan
Internal verification should allow centres to evaluate the quality of formative guidance given to learners it is vital that the CENTRE A/IV participates in the process at different stages in their work, not just upon completion. This might include reviewing learner work:

- Early on in the programme
- When one or two of the units or requirements are completed.

Interim internal quality assurance enables problems to be identified at an earlier stage and prevent disagreement of assessment judgements at a later stage. It can also highlight individual needs for support or development which in turn may be used to develop the team as a whole. Similarly it provides an opportunity to identify and share good practice within the team.

Assessment sample size for internal verifiers
There is no algebraic formula to determine sample size for internal verification but a well-constructed sample should consider so far as possible the following points:

- Issues identified at previous external verification or centre risk assessments.
- The full range of units and qualification attainment assessed by each assessor.
- The full range of grading criteria (e.g. not met, pass, merit, distinction), including review of all borderline results.
- The full range of methods of assessment and evidence.
- New Qualifications / Units: When a unit or programme is first introduced, the internal verifier should increase the verified sample by at least 20%.

New members of staff: All assessments should be internally verified by an experienced assessor / internal verifier until such time the internal verifier is happy to reduce the sample size. New or inexperienced assessors should be shadowed or signed off by an experienced assessor for an appropriate period and should have a larger sample of internally verified by a verifier of at least 50%.

RAG—or red, amber, green—statuses act as a KPI traffic light: red is an alert, amber (or yellow) signals caution, and green means you're in the clear. RAG status system provides just that. Using a simple red, amber, green rating, we can quickly see if we're on track, facing challenges, or cruising to success. KPI (key performance indicator)

- **Establish clear criteria for RAG statuses:** Define specific, measurable thresholds for red, amber, and green statuses based on our KPIs, incorporating both quantitative

and qualitative factors. Ensure everyone is on the same page by documenting and sharing these criteria with all stakeholders.

- **Tailor tolerances to each KPI:** Start with standard tolerances, but adjust them based on the specific KPI and project phase. Factors like predictability, criticality, and your team's familiarity with the activity should inform your tolerance ranges. We will regularly review and update these tolerances as needed.
- **Use RAG statuses to drive action:** Reporting statuses is just the first step. We will develop clear action plans for each status—green, amber, and red—and ensure our team follows through.

What Does Each RAG Color Mean?

While the core colors remain consistent, their interpretations can be tailored to your organization's specific needs. Generally:

- **Red:** Indicates significant issues requiring immediate attention. Think missed deadlines, budget overruns, or major roadblocks. The project is seriously off track and may require significant intervention to recover. **It's like a flashing red light**—we can't ignore it.
- **Amber:** Signals potential problems or minor deviations from the plan. Perhaps a deadline is approaching quickly, or the budget is starting to creep up. While not critical yet, it warrants closer monitoring and **proactive measures** to prevent it from becoming a red status. We will consider it a yellow light—proceed with caution.
- **Green:** Everything is proceeding as planned. The project is on track to meet its objectives and within budget. **It's a green light**—full speed ahead!

Our sampling percentage:

New qualification or assessor 100% sampling will be required,

But if we have an experienced assessor 10% sampling will be sufficient

Approved by:
Manav Arora
Director and Head
01 March 2025