



ETC International College

Internal Verification Policy

June 2026

Scope and Purpose

In order to ensure the quality of academic provision, assessment and continued compliance with relevant standards, assessment materials and decisions are verified by an Internal Verifier. This means that all assignments and other assessment materials, as well as assessment decisions on FE courses are written by a qualified assessor and approved by an internal verifier. The process is overseen by a Lead Internal Verifier, under the guidance of the Programme Leader and the College Principal.

The process of internal verification is often abbreviated to “IV”. The role of Internal Verifier can also be referred to as “IV”, differentiated by the context in which it is used.

Lead IV can be abbreviated to “LIV”.

IV Plan

An Internal Verification (IV) plan will be in place at the start of a programme. An internal verification schedule must be agreed, to ensure that:

- All assignment briefs are internally verified before distribution to students
- A sample of assessment decisions is internally verified, covering every unit, every Assessor and a range of student achievement (e.g. Fail, Pass, Merit and Distinction).

The plan will be based on risk factors such as:

- Feedback about the unit or assessor in previous years.
- Assessor experience.
- Whether the unit has been delivered before.
- Any significant changes to the delivery of the unit.

Lead Internal Verifiers should be aware of any issues relating to sample selection, such as:

- Grades awarded by assessors.
- Learner feedback.
- Staff issues such as absence or role changes.
- Feedback obtained at Management Review or training events.
- Other feedback (e.g. university partners).

Roles and Responsibilities

A number of assessors will be nominated as Internal Verifiers, so that all assessment material can be verified by someone who is independent yet has knowledge and understanding of the programme and subject.

The Internal Verifier will be responsible for ensuring that;

- The tasks and evidence allow the student to address the targeted criteria
- The brief is written in clear and accessible language, bearing in mind the English language levels of ETC students and the required standards for UFP courses
- Students' roles and tasks are vocationally relevant and appropriate to the level of the qualification
- Timescales and deadlines are appropriate
- Equal opportunities are incorporated.
- The tasks allow for the student to demonstrate an appropriate range of English language skills
- Carries out internal verification of assessors and their units according to the internal verification plan and provides feedback to assessors including any action required
- The quality of assessment decisions is consistent, valid, fair and reliable

Each UFP subject will have a designated Lead Internal Verifier, who will:

- Oversee the verification process for programmes
- Maintain accurate and up to date assessment files, containing as verified assignment briefs and completed IV forms (for assignment briefs and assessment decisions)
- Be responsible for liaising with and making available any requested materials for inspection (e.g. external examiners) or audits
- Arrange standardisation meetings across teams
- Ensures compliance of quality is adhered to. As good practice the Lead Internal Verifier will internally verify assessors' marking
- Checks the quality of assessment to ensure that it is consistent, valid, fair and reliable and ensures corrective action is taken when required
- Provides feedback to the Programme Team and SLT including any training requirements
- Authorising valid resubmissions provided they follow the required criteria
- Takes part in the formal stages of any appeal

Procedure

Internal Verification is the quality assurance system to monitor assessment practice.

General Internal Verification ensures that:

- Assessment plans and schemes of work are in place to ensure full coverage of the

qualification

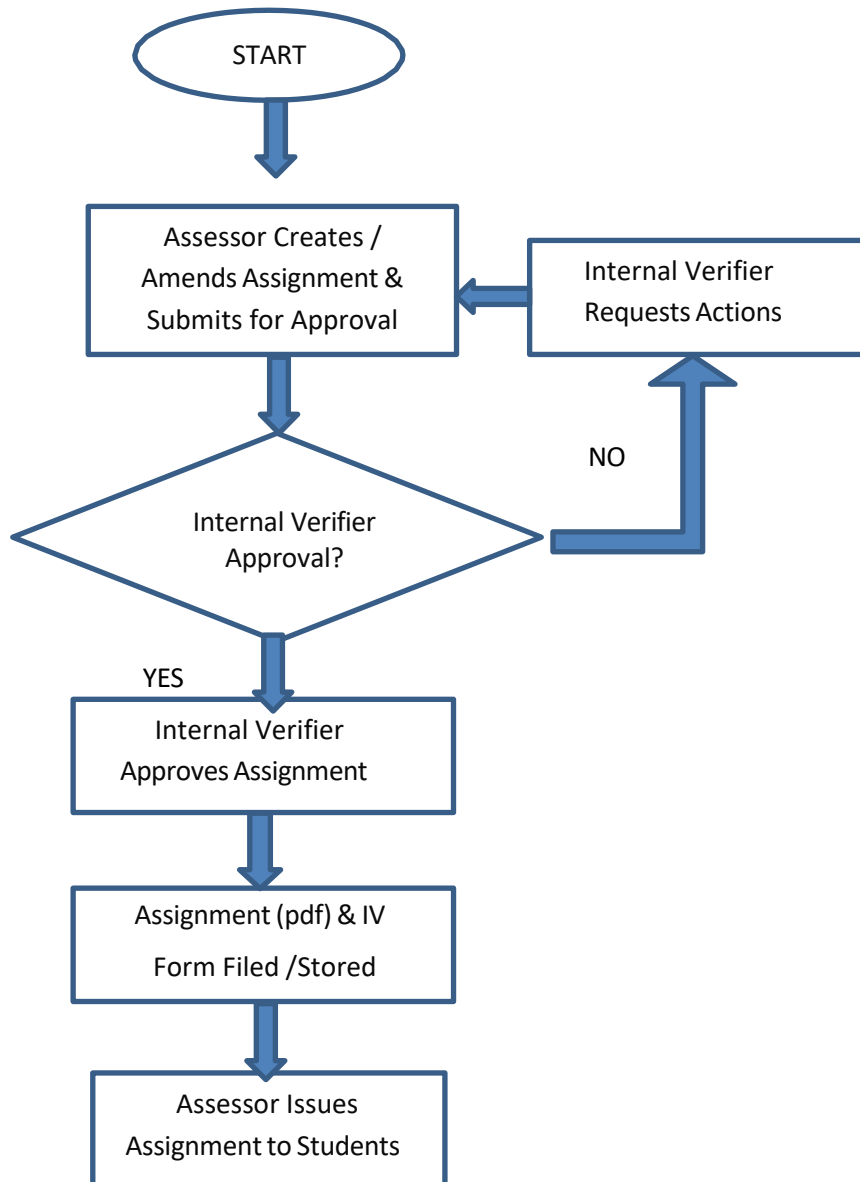
- Assessment decisions accurately match student evidence to the unit grading criteria and assessment guidance
- Assessors are standardised and assessment and grading are consistent across the programme

This system is in place to ensure the final quality of the assessment and to make sure it meets the following criteria:

- Conformity with the ETC Fair Assessment Policy
- Scenarios and problem-solving tasks that enable students to demonstrate relevant underpinning knowledge
- SMART (Specific, Measurable, Achievable, Realistic and Time based) tasks that match Learning Outcomes according to the respective programme and module
- Internal Verifiers will verify the following:
 - Assignment Briefs
 - Assessment Decisions

IV of Assignment Briefs

The procedure for Internal Verification of an Assignment Brief is shown in the flowchart below;



The Lead Internal Verifier will periodically check the correct operation of the above process, the availability of necessary records and the quality of assessment materials.

Internal Verification of Assessment Decisions

Internal Verifiers must sample assessed work for each assignment to check the accuracy of assessment decisions. Internal verification of assessment decisions should be carried out by a staff member who is familiar with UFP assessment at the appropriate level and has subject knowledge of the programme area. More sampling should be undertaken with new or inexperienced assessors and/or with new subjects.

During the course of all programmes, internal verification sampling will cover the following:

- Every Assessor
- Every unit
- Work from every assignment
- Pass, Merit and Distinction achievement (a student who has not yet achieved or a referred student is also a valid selection).

Feedback from the Internal Verifier to the Assessor should comment on the quality of their feedback to the student, the effective completion of documentation and the steps taken to ensure against plagiarism / misuse of AI.

The Internal Verifier should also give developmental feedback to the Assessor telling them what could be improved e.g. annotation of assessment evidence to show and motivate where grades are achieved. Internal verification of assessed work should be clearly recorded.

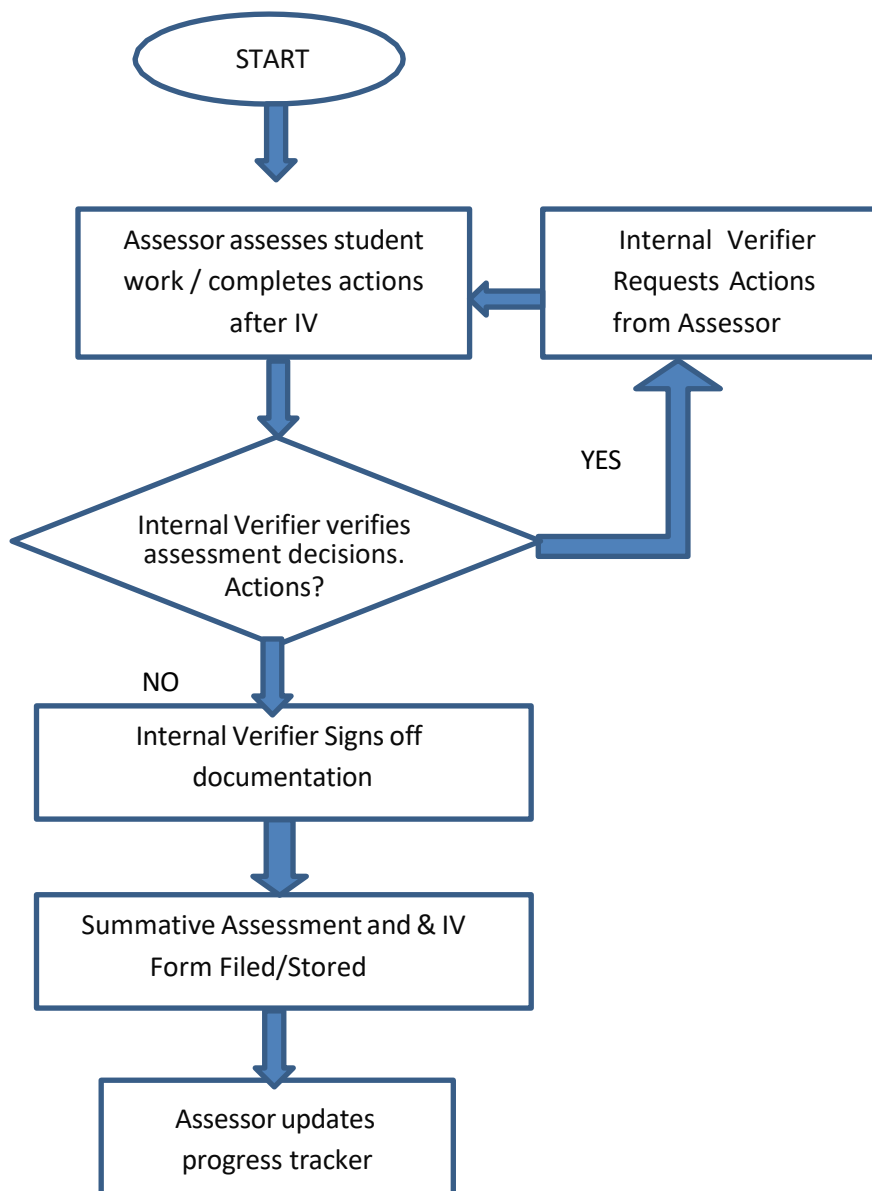
If the Internal Verifier requires action, the Assessor should complete this and return it to the Internal Verifier for their review and sign off.

Internal verification of assessment decisions must be completed within a week of assessing. This will improve the quality of assessment practice and not disadvantage students.

Internal Verification must be undertaken before work is returned to the students.

All assessment records (including above mentioned internal verification records) must be secure against hazards like theft and fire, etc. The records must be of sufficient detail to show exactly how assessment decisions were made (i.e. to assessment criterion level). Data should only be accessible by relevant staff. Records must be securely kept for audit and in case of student appeals, certification issues, etc.

The procedure for Internal Verification of Assessment Decisions for Summative Assessment, is shown in the flowchart below;



Standardisation

When a unit or assignment is delivered and assessed by more than one person, standardisation should be implemented before any formal assessment and internal verification has taken place.

The standardisation process is to agree the standard by discussing and mutually assessing a sample of the learner's work to reach a consensus. This should be done with reference to the Learning Outcomes provided by Pearson in the qualification specification.

Related Policies

Fair Assessment Policy; *ETC International College*

AI Use and Misuse & Anti-Plagiarism Policy; *ETC International College*

This version updated June 2026 Head of FE / Principal
Next update due June 2028