



Scottish Racing Academy

Quality Assurance Procedure and Policy

Version 1: May 2022

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History of Changes

Version	Description of Change	Authored by	Date
1		CEO- Dr. Eleanor Boden	May 22

Internal verification helps centres ensure assessments are valid, reliable, practicable and fair. It also helps assessors to apply uniform and consistent standards.

Documenting internal verification activities helps manage internal assessment and verification, and plan for improvement.

It also shows SQA that an effective internal verification system is in place and helps to safeguard the quality of our qualifications.

Internal verification:

- ensure assessors understand national standards and can apply them
- facilitates collaboration between assessors and internal verifiers
- enables fair, accurate and consistent assessment judgements
- supports the credibility of internally assessed Units and Awards
- identifies quality concerns
- helps protect assessors against challenges to judgements
- supports preparation for successful external verification

The Toolkit

There are three stages and the Toolkit lists the activities and provides templates for each stage

1. Plan
2. Do
3. Review

What is an 'assessor'?

An assessor makes SQA units/awards assessment decisions. They may use SQA Assessment Support Packs or devise their own in line with the assessment strategy for the qualification.

What is an 'internal verifier'?

- supports assessors in understanding and applying standards
- works with assessors and other internal verifiers to ensure assessment approaches are fit-for-purpose
- samples assessment judgements of assessors to ensure they are valid and reliable

Models of internal verification

The model of internal verification used is at the discretion of the centre. The chosen model needs to work within the context of your own centre.

The internal verifier must not verify the assessment judgements or assessments they have devised.

The Scottish Racing Academy's approach is:

Divide responsibility to named staff for units/awards. Giving the designated internal verifier a view of all assessment activities relating to the units/awards they are responsible for.

Internal Verification — Assessor/Verifier Allocations

Qualification _____

Level _____

Year _____

Unit	Assessor(s)	Internal verifier(s)

1. Plan - pre-delivery

The first stage of internal verification is the pre-delivery stage. This includes:

- planning the management and co-ordination of internal assessment activities
- planning the management and co-ordination of internal verification activities
- ensuring a shared understanding of standards
- agreeing on assessment approaches
- preparing learners

Pre-delivery tasks

Role of assessor	Role of internal verifier
Understand roles and responsibilities of assessor and internal verifier.	Ensure assessor and internal verifier roles and responsibilities are clear.
Be familiar with Unit/Award standards and conditions.	Define approach to internal verification, including sampling.
Propose assessment approach. Assessors can use SQA unit assessment support packs and materials, where provided, or devise their own assessments.	<p>Collaborate with assessor(s) and other internal verifiers to ensure shared understanding of Unit/Award standards and conditions.</p> <p>Collaborate to ensure that assessment approach is valid, reliable, practicable, equitable and fair.</p> <p>Internally verify centre-devised assessment before submitting to SQA for prior verification, where applicable.</p>
Prepare candidates for assessment.	Internally verify SQA-published assessments (where applicable) to ensure they are fit for use in the centre.

	Confirm agreed assessment guidance for specific Units/Awards is implemented for candidates, including those requiring special assessment arrangements.

The Scottish Racing Academy produces our own documents, and they are all internally verified before use as per SQA requirements.

Pre-delivery Meeting Form

Qualification: _____

Unit name(s): _____ Unit number(s): _____

Name(s) of assessor(s): _____

Name(s) of internal verifier(s): _____

Documents and points for discussion	Discussed Yes/No/N/A	Comments/action points (by whom, by when)	Action completed (initial and date)
Unit specification(s)			
<ul style="list-style-type: none"> ◆ SQA assessment exemplars ◆ Marking schemes/guidance ◆ Candidate assessment records ◆ Conditions for assessment ◆ Re-assessment ◆ Internally verified 			
Or			
Centre-devised assessments <ul style="list-style-type: none"> ◆ Marking schemes/guidance ◆ Candidate assessment records ◆ Conditions for assessment ◆ Re-assessment ◆ Internally verified ◆ Sent to SQA for prior verification 			

Documents and points for discussion	Discussed Yes/No/N/A	Comments/action points (by whom, by when)	Action completed (initial and date)
External verification feedback from previous session			
Resources and equipment required for assessment			
Accessibility — any barriers to assessment			

Other understanding standards activities undertaken	Discussed Yes/No/ N/A	Comments/action points (by whom, by when)	Action completed (initial and date)
CPD events			
Network with other delivery centres			
Other			

Internal verification sampling criteria/plan	
Internal verification planned activities	
Sampling dates	
Meeting dates	

Copied to all assessors and internal verifiers

Signed: _____ (Internal verifier)

Date: _____

Internal Prior Verification of Assessment Record

Qualification	
Level	
Unit name	
Unit code	
Outcomes covered by assessment	
Adapted version of SQA assessment or new centre-devised assessment	
Assessor (who wrote assessment)	
Internal verifier	

Approaches to assessment should be valid, reliable, practicable, equitable and fair. Each of these principles is explained briefly below.

Validity — this is a measure of the accuracy of the approach to assessment; that it is appropriate for its purpose and does what it is intended to do in terms of measuring attainment against Outcomes.

Reliability — this is concerned with the extent to which the approach to assessment ensures judgements will be consistent from one candidate to the next; from one assessor to the next and from one occasion to the next (eg with a different assessor). Information for assessors on judging evidence supports reliability.

Practicability — the approach to assessment is designed so that it is relatively easy to set up and conduct without undue demand on centres, assessors and candidates in terms of, for example, context and required resources.

Equitability and fairness — assessments must be accessible to all candidates who have the potential to succeed in them and offer candidates equal opportunities to succeed.

Checklist questions	Yes/No	Comments
Will the assessment allow candidates to achieve the Outcomes?		
Does the assessment ensure that candidates are not over-assessed?		
Have sample solutions/marketing scheme been provided?		
Will the assessment allow consistent assessment judgements to be made?		
Will sample solutions/marketing scheme provide clear and accurate guidance to assessors?		
Will the assessment be practicable to implement with the available resources?		
Are there any barriers to assessment for any groups (eg language used, cultural bias, adaptable format)?		

Outcome

Assessment accepted (see note below)	
Assessment not accepted (see action points below)	

NB SQA strongly recommends that centre-devised assessments are also submitted to SQA for prior verification. This is not required for an adapted assessment which is not significantly different from an assessment on SQA's secure site.

Send assessment to SQA for prior verification: **Yes/No**

Actions to be taken	Action by	Action completed

Copied to assessor

Signed: _____ (Internal verifier)

Date: _____

2. Do - support and sampling

The second stage of internal verification is the 'during delivery' stage. This includes:

- creating and managing standardisation activities
- sampling of candidates' assessed work
- sampling of assessment practice
- feedback to assessors
- consideration of feedback from SQA external verification
- confirmation of results
- supporting assessors and answering queries
- providing a second opinion for appeals, suspected malpractice, and special assessment arrangements

During delivery tasks

Role of Assessor	Role of Interval Verifier
Standardise assessment of candidates with colleagues.	Participate in or lead standardisation activities. Ensure standardisation activities have taken place.
Raise any concerns or queries.	Respond to queries, provide support and guidance to assessors.
Make assessment judgements / respond to feedback from the internal verifier where required.	Sample assessment processes, practices and evidence, including assessor judgements. Provide second opinion in appeals, if required. Provide feedback to assessor(s). Provide second opinion in cases of malpractice, if required.
Feedback to candidates.	Agree final results

During delivery records

Form for recording discussions and actions from meetings during delivery of the qualification.

Record of Internal Verification Activities During Delivery

Qualification/ Verification Group	
Level	
Unit(s)	

Checklist of issues for consideration during the year

Issue	Date discussed
Any changes to approach to assessment since pre-delivery meeting	
Standardisation activities undertaken and any issues arising from these	
Feedback from internal verification sampling, eg parity of standards between assessors, borderline candidates	
Updates, eg from SQA Qualifications Development	
Evidence required for SQA qualification verification (if selected)	
Feedback on SQA qualification verification (if selected) — required actions and/or any recommendations	
Review of resources and equipment for assessment	
Candidates requiring assessment arrangements	
Agreement of final Unit results	

Actions

Action	By whom	By when	Completed

Post-delivery review

Date	Issue	Decision	Comment

Copied to all assessors and internal verifiers

Sampling

The following examples are standardisation exercises used by the Scottish Racing Academy:

- agreement trials
- dual assessment
- cross assessment
- evidence review
- double marking
- blind marking

Sampling assessment judgements

Your sampling strategy will depend on the structure of your organisation and the range of qualifications you are delivering. The strategy you are using should be recorded.

Sampling might be as simple as two assessors cross-marking a number of candidate assessments.

If, however, you have a number of different assessors and groups of candidates undertaking the same qualification you will need to have a sampling strategy which will allow the internal verifier(s) to check that each assessor is making consistent assessment judgements in line with national standards, with each group of candidates over time.

The number of candidates included in the sample for internal verification should be proportionate to the total number of candidates you have. You might choose to use a defined percentage, or the square root of the total.

In the first year of delivery of a new qualification, you should verify assessments from every candidate group marked by every assessor. You might only need to sample a few from each group, or expand on the sample to explore further.

After the first year, the following factors should be taken into consideration when prioritising what to sample:

- new assessors (new to the qualification)
- changes to the Unit or assessments since the last delivery
- issues identified at the last internal or external verification
- different approaches to assessment used with different groups
- different locations of candidates and/or resources used
- different modes of attendance/study

You may not need to look at every Unit every year, if you are confident that national standards are being applied, and if there have been no changes since the previous year. You could apply a rolling programme of verification sampling to ensure that a check on standards is maintained over time. Once you have carried out initial planned sampling, if you have concerns, you may wish to expand the sample or sample again at a later stage in the delivery, before resulting is allowed.

It is important the approach to sampling that you take within your internal verification system is 'fit for purpose'. On a basic level, if the Units/qualifications you are planning to verify contain a good degree of knowledge, then the records of that knowledge evidence and associated assessment judgements should be sampled as part of the verification process.

When presenting the sample of candidate evidence for internal verification, the assessor should make the internal verifier aware of:

- Any candidates in the sample who had assessment arrangements because of a disability or learning difficulty and what the arrangement was for the assessment(s) being verified
- Any candidates in the sample who had remediation in the assessment(s) being verified. Remediation means that the assessor allowed the candidate to clarify their responses in an assessment, either by requiring a written amendment or by oral

questioning. This must be formally noted by the assessor, in writing or recording, and made available to internal and external verifiers. Remediation is not allowed in Advanced or HN examination-based Graded Units.

Monitoring assessor judgements

If the Units/qualifications you are planning to verify contain a high degree of performance evidence (as do many S/NVQ/RQF Units), then apart from the usual evidence generated (candidate logs, assessors' observation reports etc), it also makes good quality assurance sense to use — at least as part of your internal verification approach — methods that gauge how assessor judgements are made. In this case, methods such as conducting dual/peer observations can prove useful.

Form for internal verifiers in monitoring the assessment practice of assessors.

Assessor Monitoring Record

Name of internal verifier:		
Name of assessor:		
Planning	Yes	No
a) Plans assessments effectively		
Assessing	Yes	No
b) Interprets outcomes reliably and in relation to other assessors		
c) Applies principles of validity, authenticity, reliability, currency, and sufficiency (VARCS)		
d) Applies relevant health, safety and environmental protection		
Candidate support	Yes	No
e) Maintains an effective working relationship with candidates		
f) Candidate reviews are effective and frequent		
g) Constructive advice/feedback is given to candidates at appropriate intervals		
h) Assessment decisions and next stages of the assessment process are clearly explained to candidates		

Internal quality assurance

Yes

No

i) Conforms to all quality assurance procedures		
j) Contributes to standardisation procedure		
k) Works in line with L&D9 Standard and Assessment Strategy requirements		

Assessor observation of assessment practice: Site:	
Feedback to assessor: Next monitoring date	
Internal verifier signature:	Date:
Assessor signature:	Date:

Form for recording the sampling of candidates' assessed work by the internal verifier, feedback to the assessor and action points. This is for use for groups of candidates and would be used in conjunction with the records of candidate achievement to record which candidates' work has been sampled.

Internal Verification Record of Sampling of Units

Unit number	
Unit name	
Level	
Name of internal verifier(s)	
Name of assessor(s)	
Date of sampling	
Outcomes covered	

Reason for sampling (please tick)

Routine	<input type="checkbox"/>	New or inexperienced assessor	<input type="checkbox"/>	New assessment	<input type="checkbox"/>
New Unit	<input type="checkbox"/>	Action from previous verification	<input type="checkbox"/>	Action from external verification	<input type="checkbox"/>

Number of groups	
Total number of candidates	
Number of candidates sampled (identify candidates on results records)	
Correct Unit specification used	<input type="checkbox"/>
Up-to-date assessment used	<input type="checkbox"/>

Assessor judgement of candidate evidence is fair and consistent	
-----------------------------------------------------------------	--

Comments/feedback to assessor

Internal Verification Record of Sampling of Candidates

Candidate name	
Unit number(s)	
Unit name(s)	
Level	
Name of internal verifier	
Name of assessor	
Date of sampling	
Outcomes covered	

Reason for sampling (please tick)

Routine		New or inexperienced assessor		New assessment	
New Unit		Action from previous verification		Action from external verification	

Correct Unit specification used	
Up-to-date assessment used	
Assessor judgement of candidate evidence is fair and consistent	

Comments/feedback to assessor



Action required	By whom	By when	Action completed and confirmed by IV	
			Initials	Date

Can results be submitted for this candidate?

Yes/No

If No, further sampling required: _____

Signed: _____ (Internal verifier)

Date: _____

4. Review - post-delivery review and reflection

The last stage of internal verification is post-delivery review. This includes:

- reflection creating a feedback loop, which can aid improved delivery of the qualification
- agreeing and planning any necessary changes in assessment approach for the future
- agreeing and planning any further standardisation activities to address any issues identified
- agreeing and planning any changes to internal verification processes for the future

Post-delivery tasks

Role of assessor	Role of internal verifier
Reflect on assessment approach and judgements in relation to: validity, reliability, practicability and accessibility.	Collaborate with assessor(s) in review of assessment approach, judgements and process.
Reflect on assessment process.	Reflect on effectiveness of internal verification process, including sampling.
Reflect on support for candidates. Agree action plan.	Agree action plan

Post-delivery records

Form is used for recording discussions and actions from meetings at the end of delivery blocks.

Record of Internal Verification Activities During Delivery

Qualification/ Verification Group	
Level	
Unit(s)	

Checklist of issues for consideration during the year

Issue	Date discussed
Any changes to approach to assessment since pre-delivery meeting	
Standardisation activities undertaken and any issues arising from these	
Feedback from internal verification sampling, eg parity of standards between assessors, borderline candidates	
Updates, eg from SQA Qualifications Development	
Evidence required for SQA qualification verification (if selected)	
Feedback on SQA qualification verification (if selected) — required actions and/or any recommendations	
Review of resources and equipment for assessment	
Candidates requiring assessment arrangements	
Agreement of final Unit results	

Actions

Action	By whom	By when	Completed

Post-delivery review

Date	Issue	Decision	Comment

Copied to all assessors and internal verifiers

Internal Verification Self-assessment and Evidence Log

Centre: _____

Qualification _____

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Pre-delivery				
Allocation of roles for assessing and internally verifying Units				
Checking most up-to-date SQA documents being used (eg Unit specification, assessment strategy or exemplar)				
Understanding standards and conditions prior to assessment				
Internal verification of own centre-devised assessments				

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
and prior verification by SQA (if applicable)				
Providing information to candidates on assessment and re-assessment policy				
During delivery				
Sampling of candidates' assessments/portfolios				
Feedback to assessors on assessment sampled				
Monitoring of assessment practice				
On-going standardisation				
Reviewing and acting on feedback from SQA verification				
Dealing with specific queries from assessors or candidate appeals				
Post-delivery				
Reflecting on internal assessment and verification and planning for next session				

Internal Verification Self-assessment and Evidence Log

Centre: _____

Qualification _____

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Pre-delivery				
Allocation of roles for assessing and internally verifying Units				
Checking most up-to-date SQA documents being used (eg Unit specification, assessment strategy or exemplar)				
Understanding standards and conditions prior to assessment				
Internal verification of own centre-devised assessments and prior verification by SQA (if applicable)				

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Providing information to candidates on assessment and re-assessment policy				
During delivery				
Sampling of candidates' assessments/portfolios				
Feedback to assessors on assessment sampled				
Monitoring of assessment practice				
On-going standardisation				
Reviewing and acting on feedback from SQA verification				
Dealing with specific queries from assessors or candidate appeals				
Post-delivery				
Reflecting on internal assessment and verification and planning for next session				