Example 1: Lead internal verifier model (this example uses the pro forma from the IV Toolkit at every stage).

## Internal Verification Self-assessment and Evidence Log

**Centre:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department/Course** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| 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 | Principal Teacher allocates roles to each member of teaching staff in the department. | Principal Teacher | Table of Units in each Course and level, with assessors and IVs named against each. |  |
| Checking most up-to-date SQA documents being used (eg UASP, Unit Specification) | Each internal verifier checks the SQA website subject pages for most recent versions of Unit Specifications and UASPs for the Units they are responsible for. | Internal verifiers  SQA Co-ordinator (forwards any e-mail updates to PT and holds password for SQA secure site).  PT (forwards any e-mail updates to relevant IVs). | Unit master files (electronic, held on shared drive) with downloaded Unit Specifications and UASPs for use by assessors.  E-mails |  |
| Understanding standards and conditions prior to assessment | CPD events — SQA events and local authority events.  Pre-delivery standardisation meetings in department. | All teaching staff | CPD events — presentations.  Understanding Standards exemplification from SQA.  Understanding standards pro forma — records of staff meetings and actions. |  |
| Internal verification of own centre-devised assessments and prior verification by SQA | Assessors and IVs decide on whether to use SQA UASP, adapt or write own.  Assessor produces draft assessment and IV checks and feeds back to assessor — and signs off when approved.    Assessment approved by IV sent to SQA for prior verification. | Assessors and IV    SQA Co-ordinator | Notes in pre-delivery understanding standards pro forma identifying new assessments to be produced.  \*Pro forma for recording internal verifier comments on draft assessment.  \*Final copy of assessment with footer on each page stating version number, name of IV who approved it and the date of approval.  Log of assessments (spreadsheet online) sent to SQA for prior verification, dates sent, dates received back, date forwarded to PT, outcome of prior verification. |  |
| Providing information to pupils on assessment and re-assessment policy | Information given out to pupils in class at start of teaching of each Unit. | All teaching staff | Candidate information sheets.  Pupil information sheets for each Unit explaining contents of Unit and how it will be assessed. |  |
| During delivery |  |  |  |  |
| Sampling of pupils’ assessments | Sample for the session agreed. Information from IVs agreed and collated by the PT.  IV liaises with assessors, carries out sampling and provides feedback to assessors. | Internal verifiers  Principal Teacher | Spreadsheet of Units, showing sampling criteria, which class groups will be sampled and dates for sampling.  \*Completed pro forma for recording outcome of sampling and feedback to assessor. |  |
| Feedback to teachers on assessment sampled | IV provides feedback to assessor.  Actions agreed and IV updates record when they are completed. |  | \*Completed pro forma for recording outcome of sampling and feedback to assessor. |  |
| On-going standardisation | Standardisation meetings held in November and February.  IVs provide feedback on sampling activities to date and any issues for wider discussion. | All teaching staff  Internal verifiers | Pro forma for recording notes and action points from on-going standardisation meetings. |  |
| Reviewing and acting on feedback from SQA Verification (including Key Messages) | Standardisation meetings held in November and February.  Feedback from external verification discussed when received. | Principal Teacher  All teaching staff | Key messages downloaded from SQA website and discussed at meeting. |  |
| Dealing with specific queries from teachers or pupil appeals | Internal verifier provides advice to assessors as required.  In the event of an internal assessment appeal, or suspected malpractice, the internal verifier can provide a second opinion. | All teaching staff    SQA Co-ordinator | None required for queries which are easily resolved. If wider discussion or action required, discuss and record at on-going standardisation meetings.  Log of any internal assessment appeals and cases of suspected malpractice. Records of any investigations and the outcomes of these. |  |
| Post-delivery |  |  |  |  |
| Reflecting on internal assessment and verification and planning for next session | Final standardisation meeting held in June, to review whole session.  Actions agreed for any changes for next session. | Principal Teacher  All teaching staff | Pro forma for recording notes and action points from standardisation meetings. |  |