



Internally Verify the Assessment Process

SCQF level 8

Who is this qualification for?

This qualification was designed to meet the needs of those who wish to gain recognition for the role they perform as an internal verifier.

Verifier-candidates would gain their qualification by providing evidence of their competence as a working internal verifier. This evidence may be generated in a variety of contexts, from verifying assessment evidence relating to First Aid Certificate candidates operating in a simulated environment for example, to verifying assessment evidence relating to PC Passport candidates in an open access centre or classroom. The qualification is applicable to those verifying evidence generated in a variety of assessment contexts.

The qualification Outcomes are:

- 1 Inform, advise and support assessors
- 2 Arrange and conduct internal verification of the assessment process
- 3 Internally verify assessment in line with awarding body requirements

Understanding and applying skills in these Outcomes is important because they help you work effectively in your internal verifier role and also prepare you for jobs within the sector which you may do in the future.

What types of qualifications should I be assessing to achieve this Unit?

This Unit is intended for those who wish to gain a qualification in the assessment of qualifications other than SVQs.

What should I know or be able to do before I start?

You should:

Have a working knowledge of the internal verification process. Access to this Unit is however at the discretion of the centre.

What do I need to do?

You need to be able to demonstrate your competence as an internal verifier in the specific areas of advising and supporting assessors, arranging and conducting internal verification of the assessment process in line with awarding body requirements.

How do I get this Unit?

This Unit will be assessed by written/oral and performance evidence. You will be required to plan and carry out internal verification activities and produce the relevant paperwork and reports.

You will be asked to provide a portfolio of evidence covering all three Outcomes. The evidence submitted in the portfolio should be based on real internal verification activities. Simulation is not permitted in this Unit.

What might this involve?

Each approved centre operates slightly differently. They may ask you to attend a training course and/or a one-to-one tutorial.

There may also be some self-study to undertake prior to the commencement of your assessment.

What qualifications can I do next?

Those gaining an internal verifier qualification often move on to further study towards a level 3 SVQ or Higher National Certificate/Higher National Diploma in Learning and Development. Your tutor can advise you about this.

Guidance for tutors

The information included in the remainder of this document has been grouped under the following sections:

Section A: The Unit specification

Section B: Assessment guidelines for complete Unit

This Unit is supported by a set of support notes which can be obtained separately from SQA.

The support notes contain detailed Evidence Requirements and assessment guidelines.

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment activity, and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard. Further advice can be found on our website: www.sqa.org.uk/assessmentarrangements.

Administrative Information

Credit Value

1 SQA credit (8 SCQF credit points at SCQF level 8)



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Section A: Unit specification: Internally Verify the Assessment Process

This section provides detailed information on the Unit specification requirements covering all four Outcomes.

The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

'Verifier-candidate' refers to someone who is working towards the achievement of this Unit.

Internally Verify the Assessment Process		
Ref	Outcome	Skills and Knowledge
1	Inform, advise and support assessors	<ul style="list-style-type: none"> ◆ Subject knowledge ◆ Standards/specifications ◆ Marking schemes ◆ Assessment guidance and recording materials ◆ Equal/fair access to assessment ◆ Types of assessment instruments/methods ◆ Conditions for assessment ◆ Assessment opportunities ◆ Special assessment arrangements ◆ External quality assurance arrangements ◆ Feedback records ◆ Managing the standardisation process ◆ Policies and procedures for assessment and internal verification

Internally Verify the Assessment Process		
Ref	Outcome	Skills and Knowledge
2	Arrange and conduct internal verification of the assessment process	<ul style="list-style-type: none"> ◆ Evidence selection for verification ◆ Equal access/opportunities ◆ Evidence sampling ◆ Validity of assessment instruments/methods ◆ Marking schemes ◆ Assessment guidance and materials ◆ Conditions for assessment ◆ Reliability and consistency of assessment decisions ◆ Monitoring of assessor performance ◆ Authenticity of candidate evidence ◆ Candidate support/guidance ◆ Feedback to assessors ◆ Administrative arrangements ◆ Awarding body requirements

Internally Verify the Assessment Process		
Ref	Outcome	Skills and Knowledge
3	Internally verify assessment in line with awarding body requirements	<ul style="list-style-type: none"> ◆ Awarding body approval criteria ◆ Internal verification systems ◆ Qualifications support systems ◆ Quality review/improvement ◆ Managing candidate appeals ◆ External quality assurance requirements ◆ Managing external quality assurance arrangements ◆ Resolving qualification queries ◆ Management of information

Section B: Assessment guidelines for complete Unit

The verifier-candidate will be expected to submit a fully referenced portfolio of evidence covering all three Outcomes for assessment.

These assessment guidelines have been developed to give advice by identifying where opportunities exist to gather evidence efficiently.

For assessment purposes, the evidence can be divided into three main categories:

- 1 Records/product evidence produced by the verifier-candidate.
- 2 Records/product evidence produced about the verifier-candidate.
- 3 Explanations to be provided by the verifier-candidate.

Detailed Evidence Requirements and assessment guidelines are available from SQA upon request for centres delivering, and seeking approval to deliver this award.