



Conduct the Internal Verification Process

**SCQF level 8
Unit code: HP02 48**

40 hour Unit

What is the Unit about?

This Unit is for verifier-candidates who are internally verifying the assessment processes and practice in a classroom or other off-job training environments such as training centres and workshops. (You are a 'verifier-candidate' if you are working towards achievement of this Unit.)

It is not for those who are internally verifying SVQs or other qualifications that are assessed in the workplace (who should undertake the Unit L&D11).

More guidance on this can be found in *SQA Awarding Body Guidance for Centres and Assessor/Internal Verifier Candidates: choosing appropriate assessor and/or verifier qualifications*, which is available on the SQA website.

The Unit has been aligned to the revised 2010 National Occupational Standard (NOS) for internal verification L11 'Internally Monitor and Maintain the Quality of Assessment' (without the requirement for the verifier-candidate to verify assessment processes and practice in the learners' workplace).

You will gain this Unit by providing evidence of your competence as a practising internal verifier. This evidence can be generated by verifying evidence that has been assessed in a variety of non-workplace assessment contexts, for example assessing candidates for a First Aid Certificate in a simulated environment, assessing PC Passport in an open access centre, or assessing Units in a classroom environment.

It is important that the assessment on which your verification activities are based has a real purpose for the learner (eg to gain recognition and/or a qualification) and is not contrived simply for the purpose of gathering your own evidence, as a verifier-candidate, to meet the requirements of the Unit.

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

You should have a good understanding of internal quality assurance and how it relates to the assessment cycle. This may have been gained through already having had some involvement in teaching/learning, assessment or the internal verification processes.

Access to this Unit is however at the discretion of the centre.

What do I need to do?

You will need to carry out each of the following tasks:

Task 1: Prepare to internally verify the assessment process

This will include:

- ◆ Confirming that assessors have all of the required information for their role
- ◆ Explaining the approach taken in establishing if assessors have all of the required information

Task 2: Arrange and conduct internal verification of the assessment process

This will include:

- ◆ Making arrangements for monitoring assessor practice and sampling evidence
- ◆ Carrying out arranged monitoring and sampling activities, reflecting on approach and rationale
- ◆ Gaining endorsement on the standard/quality of monitoring and sampling activities performed

Task 3: Review and standardise assessment practices and procedures

This will include:

- ◆ Explaining the review process and associated centre procedures and documentation
- ◆ Taking part in standardisation events with assessors
- ◆ Explaining the system for the safe storage of information
- ◆ Explaining policies/procedures for dealing with confidentiality and appeals

How do I achieve this Unit?

You will be asked to provide performance evidence of your internal verification practice which will include how you prepare for verification; how you formulate arrangements for monitoring assessment practice and sampling evidence.

Your knowledge will be assessed mainly by you providing written/oral explanations.

The evidence submitted in your portfolio must be based on real verification activity through working with two assessors who must be carrying out real assessment of learners seeking to gain recognition and/or a qualification. It must not be based on verification or assessment activities contrived simply for the purpose of gathering your own evidence to meet the requirements of this Unit.

What might be involved?

Each SQA-approved centre will ensure that the assessment of this Unit complies with the standards laid down in the Unit specification. This ensures that the assessment demand on you and all other candidates undertaking this Unit remains equal and fair.

How your knowledge and skills will be developed prior to assessment is largely down to each SQA-approved centre, which will take the needs of those undertaking the Unit into account. You may, for example, be asked to attend training courses with others; take part in on-line learning; be involved in one-to-one tutorials; or undertake any combination of these.

Your particular learning and development route and assessment arrangements will be discussed with you at the start of your programme.

What can I do next?

Internal verifiers with this Unit may wish to consider undertaking the Unit L&D11 'Internally Monitor and Maintain the Quality of Assessment' for the internal verification of workplace evidence, and/or Unit L&D12 'Externally Monitor and Maintain the Quality of Assessment' in order to externally verify workplace evidence for an awarding body.

For those wishing to become a workplace learning and development practitioner, the SVQ 3 in Learning and Development at SCQF level 8 is suitable for trainers, facilitators, mentors, tutors, coaches, instructors or anyone with a training responsibility in addition to their main job.

The SVQ 4 in Learning and Development at SCQF level 9 is aimed at senior trainers, or training co-ordinators/managers who plan, deliver and evaluate programmes and/or have some management responsibility for others.

Your tutor/assessor can advise you about this.

Guidance for tutors/assessors

The Unit specification has been divided into two separate documents:

- ◆ Section A which is accessible from SQA's main website
and
- ◆ Sections B, C, and D which are accessible from the SQA Secure website

The sections of the Unit specification comprise:

Section A: The required Knowledge and/or Skills (included in this document)

Section B: The Evidence Requirements for each of the three tasks

Section C: Guidance on content and context for each of the tasks

Section D: Guidance on the overall delivery of the Unit

Core Skills

Verifier-candidates will be communicating with a range of people at different levels, which will provide opportunities to develop Oral Communication at SCQF level 6. If verifier-candidates read a variety of documents and submit written reports as part of their assessing activities, this will provide opportunities to develop Written Communication to SCQF level 6.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. 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

The Required Knowledge and/or Skills

This section provides detailed information on the Unit specification requirements for Knowledge and/or Skills covering all three tasks.

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

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

| Task | Knowledge and/or Skills |
|--|--|
| 1 Prepare to internally verify the assessment process | <ul style="list-style-type: none">◆ The key concepts and principles of assessment and quality assurance◆ Internal policies and procedures for assessment and internal verification◆ Assessment preparation and planning, according to agreed procedures◆ The quality requirements for assessment processes and systems in area of responsibility◆ The quality assurance principles: validity, authenticity, reliability, currency, sufficiency, practicability◆ The requirements of the assessor role◆ Standards, Unit specifications and marking schemes◆ Assessment guidance and recording materials◆ Equal, fair and safe access to assessment◆ Conditions for assessment◆ Special assessment arrangements◆ Awarding body requirements |

| Task | Knowledge and/or Skills |
|---|--|
| <p>2 Arrange and conduct internal verification of the assessment process</p> | <ul style="list-style-type: none"> ◆ The key concepts and principles of assessment and quality assurance ◆ Assessment preparation and planning, according to agreed procedures ◆ The requirements of the assessor role ◆ The quality requirements for assessment processes and systems in area of responsibility ◆ The uses, benefits and drawbacks of different assessment methods ◆ Ensuring candidates have equal, fair and safe access to assessment ◆ Strategies and techniques for sampling evidence of assessment ◆ The quality assurance principles: validity, authenticity, reliability, currency, sufficiency, practicability ◆ Assessment specifications, guidance and materials ◆ Conditions for assessment and assessment environment ◆ Importance of using only specified criteria when making assessment decisions ◆ Monitoring of assessor performance according to the requirements of own role ◆ The provision of candidate support and guidance ◆ Purpose of feedback and best ways of delivering it ◆ Following agreed procedures when there are significant concerns with assessment |

| Task | Knowledge and/or Skills |
|---|--|
| 3 Review and standardise assessment practices and procedures | <ul style="list-style-type: none"> ◆ The roles of those involved in maintaining the quality of assessment and the relevant requirements of these roles ◆ Quality review and improvement principles ◆ Identifying suitability of existing assessment processes and systems against quality requirements ◆ Appropriate centre criteria for reviewing and judging the quality of the assessment process ◆ Awarding body criteria for qualification verification ◆ Dealing with the results of internal and external quality assurance audits ◆ The quality requirements for assessment ◆ Processes and systems and assessment environment in own area of responsibility ◆ National standards/qualifications in assessment/verification ◆ Candidate support arrangements ◆ Programme delivery and resources ◆ Working with others to ensure standardisation of assessment practice and outcomes ◆ System for resolving qualification queries ◆ Follow agreed procedures for the recording, storing, reporting and confidentiality of information ◆ Managing candidate appeals |

Evidence Requirements and Assessment Guidelines

The parts of the Unit specification covering the Evidence Requirements and assessment guidelines are available on the SQA Secure website.