



Unit title: Conduct the Internal Verification Process at SCQF level 8

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What is this qualification?

This unit is for those who are internally verifying the assessment processes and practice in a classroom or other off-job training environments such as training centres and workshops.

The unit has been aligned to the current National Occupational Standard (NOS) for internal verification, CLDLD11SQA 'Internally Monitor and Maintain the Quality of Assessment'.

It is not for those who are internally verifying Scottish Vocational Qualifications (SVQs) or other qualifications that are assessed in the workplace (who should undertake the SVQ unit: J8RT 04).

More guidance on this can be found in the awarding body publication: *Choosing Appropriate Assessor/Verifier Qualifications*, which is available on the Qualifications Scotland website.

What is this unit about?

Your tutor or course contact will explain anything in this unit which you do not understand.

The unit has been aligned to the National Occupational Standard (NOS) for internal verification, CLDLD11SQA 'Internally Monitor and Maintain the Quality of Assessment' (without the requirement for the internal verifier-candidate to internally 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 internally verifying assessment decisions on evidence that has been assessed in a variety of non-workplace assessment contexts, for example, learner evidence for a First Aid Certificate in a simulated environment, PC Passport in an open access centre or assessing units in a classroom environment.

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

- Confirm that assessors have all of the required information for their role
- Explain the approach taken in establishing if assessors have all of the required information.

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

- Make arrangements for monitoring assessor practice and sampling evidence
- Carry out arranged monitoring and sampling activities, reflecting on approach and rationale
- Gain endorsement on the standard and/or quality of monitoring and sampling activities performed

Task 3: Review and standardise assessment practices and procedures

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

How do I get 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 this involve?

Each Qualifications Scotland-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 Qualifications Scotland-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 having achieved this unit may wish to consider undertaking the unit J8RT 04 (CLDLD11SQA) 'Internally Monitor and Maintain the Quality of Workplace Assessment' for the internal verification of workplace evidence.

For those wishing to become a workplace learning and development practitioner, the SVQ in Learning and Development (L&D) 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. At SCQF level 8, candidates would be expected to plan, implement and evaluate training.

The SVQ in Learning and Development at SCQF level 9 is suitable for senior trainers or training co-ordinators/managers who plan, deliver and evaluate programmes. At

SCQF level 9, candidates would be expected to plan, deliver and evaluate training programmes.

Again, while entry is at the discretion of the centre, the SVQ qualifications above are work-based qualifications, therefore, you must be working in the appropriate role to ensure you are able to generate the required work-based evidence.

Guidance for tutors

The sections of the unit specification comprise:

Section A: The required Knowledge and/or Skills

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

Section C: Assessment Guidance for each of the three tasks

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

Section E: Guidance on the overall delivery of the unit

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.

'Internal 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 requirements of the assessor role• Standards, unit specifications and marking schemes• Assessment guidance and recording materials• Equal, fair and safe access to assessment• Conditions of assessment• Assessment arrangements for learners who are disabled or who have been identified as having additional support needs.• Provision of learner support and guidance• 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 • The quality requirements for assessment processes and systems in area of responsibility • The uses, benefits and drawbacks of different assessment methods • Ensuring learners 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 of assessment and the assessment environment • Importance of using only specified criteria when making assessment decisions • Monitoring of assessor performance according to the requirements of own role • Purpose of feedback and best ways of delivering it • Following agreed procedures when there are significant concerns with assessment

Task	Knowledge and/or Skills
<p>3. Review and standardise assessment practices and procedures.</p>	<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 • Learner 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 learner appeals

Section B: Evidence requirements

Task 1: Prepare to internally verify the assessment process

As part of the preparation process, prior to internal verification taking place, internal verifier-candidates are required to check that the assessors for whom they have responsibility, have all the essential information and materials to enable them to fulfil their assessor role.

- (i) Evidence of this will be provided in the form of completed records for two assessors who confirm they are in possession of and/or have access to:
- Qualifications Scotland awarding body information on the principles of assessment and quality assurance: validity, authenticity, reliability, currency, sufficiency, practicability, equitable and fair.
 - all internal assessment and internal verification policies and procedures including arrangements for re-assessment, authenticating evidence, equal access to assessment, assessment arrangements for those learners who are disabled or have been identified as having additional support needs and maintaining a safe assessment environment
 - complete copies of the unit specifications, instruments of assessment, marking schemes and other relevant types of assessment materials
 - assessment guidance outlining which methods and/or instruments are to be used
 - relevant documents outlining the conditions of under which assessment should take place
 - assessment support materials and assessment recording documentation
 - access to the external quality assurance requirements from Qualifications Scotland.
- (ii) Evidence from the assessors confirming that not only have they been provided with the required information and documentation by the internal verifier but that they also understand its purpose and significance.
- (iii) A written (or oral recorded) explanation describing the approach taken by the internal verifier-candidate to ensure that the assessors the internal verifier-

candidate is working with have all of the relevant sources of information and support they need in order to carry out their roles. The explanation must include:

- the understanding of the principles of Assessment — validity, authenticity, reliability, currency and sufficiency.
- the understanding of the principles of Quality Assurance — validity, reliability, practicability, equity and fairness.
- the range of internal and or external sources used in informing and/or advising assessors.
- the methods used by the internal verifier-candidate to check assessors understood the purpose and significance of the information/materials provided.
- any additional support and advice identified and given.

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

The internal verifier-candidate will provide a plan for the monitoring of at least two assessors appropriate to their experience and include:

- the assessment cycle
- learner cohort
- assessment methods
- assessment principles (VARCS)
- quality assurance principles
- Assessment Strategy/Arrangements document (where appropriate)
- external quality assurance requirements.

The monitoring plan should cover each assessor's work with at least two learners covering at least two assessment decisions, competent or not yet competent, and a minimum of two different assessment methods for each learner (four in total.)

As part of the agreement process, the internal verifier-candidate must make reference to the relevant centre documentation where appropriate.

The internal verifier-candidate must ensure that arrangements include the monitoring of assessor practice and the sampling of evidence.

Monitoring of assessor practice must include checking (list 1):

- assessments and re-assessments are planned and communicated according to agreed procedures
- valid and practicable and equitable assessment instruments and/or methods are being applied
- reliable, fair, accurate and consistent assessment decisions are made based on sufficient evidence and using only the specified criteria
- the conditions of assessment are being applied as specified
- the assessment environment, that is, the accommodation and equipment meet qualification needs
- learners' work is checked for plagiarisms and authenticity
- the provision of learner support and guidance is in place.

Sampling of evidence must take account of (list 2):

- quality assurance requirements including use of formative and summative assessment decisions
- learner cohorts and numbers
- experience of the assessor
- learner progression and/or achievement
- all units, new and/or revised or problematic units
- the range of assessment methods being used
- known quality assurance risks.

The internal verifier-candidate will provide a reflective written or recorded oral account, outlining their approach to agreeing sampling arrangements with each assessor, covering the points in (list 2), justifying the sampling rationale.

The internal verifier-candidate is required to provide a record or records of having conducted the monitoring and sampling activities according to the agreed arrangements covering (list 1) and (list 2) above.

As a result of monitoring and sampling, the internal-verifier candidate must provide records of constructive and supportive written feedback to each assessor, helping them maintain and improve their practice. The feedback will cover the results of:

- monitoring each assessor's practice covering the full assessment cycle, that is, preparation and planning of assessment, assessment judgement and feedback to learners
- sampling of at least two learners, per assessor, covering at least two assessment decisions, competent or not yet competent, and a minimum of two different assessment methods for each learner (four in total.)

The records of the internal verifier-candidate's sampling, monitoring and feedback records for the complete task must be endorsed by means of a statement from an experienced qualified internal verifier or person responsible for quality assurance, confirming the internal verifier-candidate meets all relevant internal procedural and quality requirements.

A written explanation supported by the internal verifier-candidate making references to all relevant internal documentation, outlining how the centre monitors its learners should explain:

- fair access to assessment
- equal opportunities
- health and safety during assessment

Task 3 Review and standardise assessment practices and procedures

As part of managing internal quality assurance, qualifications and their support mechanisms should be reviewed periodically. Qualifications Scotland advocates that there should be three stages of internal verification: pre, during and post-assessment.

The internal verifier is required to contribute towards this review process as part of:

1. determining whether the assessment processes and systems operate according to up-to-date quality requirements.
2. enabling continuous improvement.

The internal verifier-candidate must provide a written or recorded oral explanation outlining their centre's:

1. process for determining whether the assessment processes and systems operate according to up-to-date quality requirements, taking account of:
 - national standards and/or qualifications in assessment and/or internal verification
 - the result of internal reviews and/or audits
 - external qualification verification carried out by Qualifications Scotland (formerly Scottish Qualifications Authority) (SQA)
2. criteria and mechanisms used to review provision to enable continuous improvement, taking account of:
 - learner support arrangements
 - programme delivery and associated resources
 - assessment and quality assurance practices and processes
 - the assessment environment(s)

As part of working with others to help standardise assessment practice, the internal verifier-candidate must provide evidence of taking part in at least one standardisation meeting or event with colleagues, comprising an interactive process, where issues are raised and solutions agreed.

The evidence will comprise record(s) of at least one meeting or event attended or led by the internal verifier-candidate. The record(s) should cover at least one unit or its equivalence in relation to **one** of the following:

- a pre/early-delivery review of unit materials to be used

- a mid-/end-delivery review of unit evidence that has been assessed

The internal verifier-candidate must provide a written or recorded oral explanation, explaining their role in following their centre and Qualifications Scotland's procedural requirements for:

- information management, data protection, confidentiality and communication in relation to assessment and quality assurance.
- resolving queries concerning qualification/unit specifications or evidence being verified when internal agreement cannot be reached.
- dealing with learner appeals against internal assessment decisions.

Section C: Assessment Guidelines

Assessment Guidelines for Task 1

This task is integrated with Tasks 2 and 3, in that the internal verifier-candidate is helping to ensure and checking that the assessors they work with are prepared for their assessor responsibilities, which the internal verifier-candidate will monitor and sample in Task 2, and for which the internal verifier-candidate will contribute to the review process in Task 3.

The checking process that has been used to allow any number of records to be used that can prove the internal verifier-candidate has checked that the assessor is in receipt of the information listed. Records could, for example, include induction checklists, specifically developed checklists, signed agreements or any combination of these.

Confirmation from the assessors could be at the foot of a record such as a checklist or agreement or where a number of records are used as evidence or could take the form of a specifically signed statement or electronic communication between the internal verifier-candidate and their assessors. It should *confirm the assessor possesses or has access to the information and documentation and understands its purpose and significance*.

In the internal verifier-candidate's explanation, 'the range of internal and or external sources' could include the centre's intranet, hard-copy manuals and procedures and so on. The external sources could comprise relevant Qualifications Scotland web pages and/or printed publications.

The methods used for checking that the purpose and significance is understood, for example, through meetings, questioning and email, is to help the assessor of this unit judge the approach and effectiveness of the internal verifier-candidate's efforts to ensure assessors have all of the information they need.

Any additional support and advice identified and given would include instances where time has been taken to explain any of the information listed.

Recorded oral records of explanation could comprise testimonial evidence or evidence could be recorded using a technological device.

Assessment guidelines for Task 2

This task is integrated with Task 1, in that in Task 2 the internal verifier-candidate is monitoring and sampling assessment practice and evidence for which they have helped assessors prepare in Task 1.

The agreement could be provided in the form of a written arrangement for monitoring and/or sampling activities (such as emails between the internal verifier candidate and the assessors) or orally agreed plans. If a recorded oral explanation is given, it could be evidenced by means of a witness testimony or by it being recorded using a technological device.

Making reference to the 'relevant centre documentation' relates to ensuring assessors understand what specifically is being monitored or sampled. For example, if the assessors have implemented the 'conditions of assessment' which are mandatory and refer to the assessment event itself. These are generally located in the unit specification and stipulate how the assessment event is to be conducted. For example, whether the assessment event is to be supervised, the duration of the event, permitted resources to be used during the assessment (if any) and so on.

The process of 'monitoring of assessor practice' will mainly be achieved through the checking of completed records and by asking assessors related questions. An example of this would be asking the assessors what checks they carry out to reduce risks of plagiarism.

The evidence for 'monitoring of assessment practice' and 'sampling of evidence' activities may be recorded in one single centre record or may come from a number of different centre records.

The endorsed statement from an experienced, qualified internal verifier or person responsible for quality assurance should comment on the overall effectiveness of the internal verifier-candidate's planning, monitoring, sampling and feedback activities in relation to centre requirements and quality standards.

The following ‘unit equivalence’ term applies to this task and Task 3.

The term ‘unit equivalence’ has been used to accommodate courses and programmes that are not unitised in the same way as, for example, Higher National units.

Where this is the case, it is best to think in terms of the assessment of a unit’s worth of evidence. The assessment must be of a substantial but realistic and manageable piece of candidate work covering the full assessment cycle to include planning, judging of evidence, providing feedback and recording the decision.

Assessment guidelines for Task 3

If a recorded oral explanation is given, it could be evidenced by means of a witness testimony or by it being recorded using Microsoft Teams or similar online meeting platforms.

The explanation relating to ‘assessment processes and systems’ should relate to actual records of review where they are available and could refer to, for example, course and/or programme reviews. The explanation should show if there is a systematic process in place for dealing with any points picked up from internal or external verification and whether points are acted upon. This is about establishing if a centre’s process and practices align with the most current national standards and/or qualifications for assessment/verification — promoting consistency in assessment whether that is for existing assessors or those who are in the process of qualifying. The centre’s continuing professional development (CPD) policies and procedures should provide some valuable insight.

The term ‘standardisation event’ has been used which could encompass (the list is not exhaustive):

- Face-to-face meetings
- Tele-conferences
- Videoconferencing
- Online chat rooms
- Email/telephone sessions
- Webinars

The evidence of standardisation gives a choice to account for the fact that the internal verifier-candidate may be involved in different stages of the delivery and assessment process.

In terms of pre-delivery, the materials being reviewed may involve looking at marking schemes, instruments of assessment, and assessment recording materials.

The evidence review will focus on the assessments that have taken place up to that point — the unit(s) presented may be in progress or deemed complete.

The explanation concerning unresolved queries may include contacting a mediator within the centre or contacting Qualifications Scotland for clarification. The explanation should emphasise the importance of recording feedback from others when these situations happen.

What is required here is the internal verifier-candidate's knowledge of their centre's procedures.

The explanation of roles in recording and storing information would include, for example, the security of validated assessment material, reports of meetings, records of standardisation, records of assessment, checklists and/or marking schemes, learner records, and records of all sampling activities including feedback to assessors.

The reporting and confidentiality of information would encompass knowledge of the centre's confidentiality policy and the data protection act.

The internal verifier-candidate should be able to describe the steps in dealing with learner appeals against internal assessment decisions.

Section D: Guidance on content and context

The following support notes are not mandatory.

The term 'internal verification' has sometimes been generically used to describe the activities an internal verifier or internal verifier candidate would undertake. 'Internal verifier-candidate' refers to someone who is working towards the achievement of this unit.

It should be explained to the internal verifier-candidate that the internal verification process is split into three stages: before, during and after the assessment process. The internal verifier-candidate should understand that the purpose of the internal verification process is to ensure the principles of assessment have been met and what that means for them in their role as an internal verifier.

Their responsibility as an internal verifier involves:

- Supporting assessors
- Checking assessments to ensure validity, practicability, equity and fairness
- Ensuring reliability
- Maintaining assessment and internal verification records
- Reviewing internal verification

Task 1

In Task 1, the internal verifier-candidate is proving that they are providing assessors with the necessary support in order for them to fulfil their roles effectively.

Prior to assessment, the internal verifier-candidate must ensure that the assessors are fully familiar with the qualification standards and will be able to apply them consistently.

The induction of assessors could be done by a meeting wherein the internal verifier-candidate and assessor(s) check their common interpretation and understanding of the qualifications/ standards being assessed and that the assessments to be used

are valid, practicable, equitable and fair and will allow learners to produce sufficient evidence to meet the evidence requirements of the qualification.

The internal verifier-candidate should also take this opportunity to provide the assessor(s) with other information to further support them in their role as assessor.

The internal verifier-candidate must ensure that valid assessment instruments are being used for each qualification (subject to internal assessment) and that they are accessible as possible while upholding the qualification standards as well as being able to produce sufficient evidence to demonstrate that learners have met the evidence requirements of the qualification.

For the internal verifier this also means that they must ensure an appropriate marking scheme is produced to judge learner evidence for the qualification being delivered and assessed (this will be included in the assessment pack where SQA/Qualifications Scotland -produced assessments are being used.)

Although to be carried out in Task 2, the monitoring of assessor practice by the internal verifier-candidate should also be discussed and agreed with the assessors at this point.

Information on induction checklists for assessors can be found in the Qualifications Scotland publication: *A Practical Guide to developing verifier-candidate competence* which can be accessed from the Qualification Scotland Secure website.

The explanation refers to internal and external sources. The external Qualifications Scotland web sources may include (this is not an exhaustive list):

- Qualifications Scotland website — dedicated qualification pages for all qualifications across all qualification blocks (National and Higher National, for example) containing Group Award specifications, Assessment Arrangements documents and support material; section to download Qualifications Scotland unit specifications, Qualifications Scotland policies and procedures (such as the process to follow where assessment arrangements for learners who are disabled or who have been identified as requiring additional support may be considered

prior to implementation) and a Quality Assurance (QA) section with links to Qualifications Scotland QA criteria and information for centres.

- Qualifications Scotland Secure site — Qualifications Scotland-produced assessment support or exemplar packs (ASPs/AEPs) are instruments of assessment that can be used by centres. They include guidance on making an assessment decision (marking schemes) and suggested learner responses for Qualifications Scotland units across different qualification blocks such as National and Higher National and additional support material (to be accessed by the centre's Qualifications Scotland co-ordinator.) They also contain learner achievement recording documentation (usually contained at the end of the pack.)

The internal verifier-candidate should also be aware of and direct the assessor to sources of information that will help the assessors carry out their role.

Qualifications Scotland publication: *Guide to Assessment* is a valuable source of information when there is no Qualifications Scotland-produced assessment or when a centre wishes to devise its own assessment. All aspects of assessment are explored in the publication such as:

- the principles of assessment and quality assurance
- the most appropriate assessment method depending on what is being assessed (knowledge and/or skills)
- the differences between assessment methods and assessment instruments
- Information on the conditions of assessment and the assessment environment, for example, whether learners should be permitted access to resources during assessment (open or closed book); if the assessment is to be timed or conducted under supervision, invigilated or carried out in learners' own time — for Qualifications Scotland qualifications, this information will also be included in the unit specification, Arrangements Document or Assessment Strategy pertaining to the units under assessment.)

Qualifications Scotland publication *Assessment Arrangements* guidance is a valuable source of information relating to what measures can be put in place for a range of different learner needs (for example, those learners with the protected

characteristic of Disability or who have been identified as having additional support needs) which can be found on the Qualifications Scotland website on the dedicated qualification page.

The Qualifications Scotland document: *Information for Centres* provides information on plagiarism and authenticity.

Information on the principles relating to learners' fair access to assessment can be found in Qualifications Scotland document: *Introduction to Assessment Arrangements for Schools and Colleges*.

Information on equal opportunities and health and safety during assessment can be found in Qualification Scotland's *Guide to Approval*.

The Qualification Scotland publication: *Internal Verification: A guide for centres* (publication code: AA7617) is an invaluable source of information for the internal verifier-candidate. It provides a comprehensive overview of the internal verification process breaking it down into stages as well as information on the tools of internal verification (standardisation and sampling), preparing for external verification. Appendices including Methods of assessment used by Qualification Scotland and information on Internal assessment appeals are also included.

Task 2

The reliability of the assessment process is further expanded upon by the internal verifier. This requires the internal verifier-candidate to ensure assessors make accurate and consistent assessment judgements for all learners for the same qualification.

By implementing standardisation activities and the use of sampling strategies, internal verifier-candidates can be confident that assessors will make accurate and reliable judgements across all learners within their centre (including alternative and/or satellite sites), maintaining alignment with the national expectations for the qualification concerned. Furthermore, the findings from such activity can provide opportunities for the internal verifier-candidate to review their own practice by increasing the size or scope of the sample, for example.

This task requires the internal verifier-candidate to make arrangements to monitor assessment practice and sample candidate evidence, based on a sampling rationale.

Information relating to monitoring assessment practice and sampling strategies and techniques can be found in *A Practical Guide to developing verifier-candidate competence* which can be accessed from the Qualifications Scotland Secure website.

Further guidance on standardisation activities, sampling assessment decisions and the quality assurance principles can be found in the Qualifications Scotland publication: *Internal verification: A Guide for Centres*.

The Qualifications Scotland publication: *Guide to Assessment* is a valuable source of information relating to:

- the principles of validity, sufficiency, authenticity, reliability, fairness and practicability
- the various types of assessment methods
- the differences between assessment methods and assessment instruments.

Information on the conditions of assessment (for example, open or closed book) will normally be included in the unit specification, Arrangements Document or Assessment Strategy pertaining to the units under assessment.

Task 3

This particular task is about reviewing current processes and systems to ensure practices are current and being maintained, and for the purposes of identifying opportunities for continuous improvement.

As part of managing internal quality assurance, qualifications and their support mechanisms should be reviewed periodically. Qualifications Scotland advocates that there should be three stages of internal verification, that is, pre, during and post assessment.

The internal verifier candidate is required to contribute towards this review process as part of:

- determining whether the assessment processes and systems operate according to up-to-date quality requirements.
- enabling continuous improvement and review of programme delivery

Additional information in relation to managing, reviewing and continuously seeking to improve quality assurance can be found in Qualifications Scotland's *Guide to Approval*.

Information relating to the national standards/qualifications in assessment/verification can be found on Qualifications Scotland's Learning and Development web pages.

Information on the results of internal and reviews audits, external verification and information relating to learner support arrangements, resources, assessment and quality assurance processes and practices and the assessment environment can be found in Qualifications Scotland's *Guide to Approval*.

Information relating to standardisation can be found in a number of Qualifications Scotland publications, such as the *Guide to Approval* and its *Internal Verification: A Guide for Centres*. These publications also contain the most current information relating to the recording and storing of information, reporting and confidentiality of information and learner appeals.

Section E: Guidance on overall delivery of this unit

It is suggested that internal verifier-candidates who undertake this unit should already have or be embarking upon an internal verifier's role, as evidence is eventually required of them working within and adhering to their employing centre's policies and procedures.

The role of the internal verifier is key in ensuring that acceptable standards of internal quality assurance are maintained. The delivery of this unit, therefore, should focus on the roles and responsibilities of an internal verifier and the knowledge and skills required to fulfil that role effectively.

Guidance on the responsibilities of an internal verifier can be accessed from Qualifications Scotland's website and the publication: *Internal verification: a guide for centres*.

Follow-up development plans should be formulated (where development is required before the assessment process can begin) to help internal verifier-candidates develop the necessary skills and knowledge.

As this unit involves the recording of learner assessment decisions/results, legislation such as the UK General Data Protection Regulation (UK GDPR) along with the Data Protection Act 2018 could be incorporated into the delivery of unit. Other legislation such as the Equality Act 2010 and the Public Sector Equality Duty may also be useful depending on the centre type the internal verifier-candidate is employed by.

Internal verifier-candidates must be in a role wherein they are internally verifying a qualification, such as Qualifications Scotland National Qualifications, National Progression Awards (NPAs), Higher National (HN) Units, Wider Achievement Awards or Customised Awards. Internal verifier-candidates who are developing their skills and knowledge should be subject to formative assessment to ascertain their readiness for summative assessment.

Summative assessment for this unit should take place when it is clear that internal verifier-candidates are performing to a competent standard.

Organising internal verifier-candidate evidence

The internal verifier-candidate will be expected to submit a fully referenced portfolio of evidence covering all three tasks.

Once the internal verifier-candidate has identified two assessors and the units they will be verifying, they should be encouraged to collect all relevant evidence showing an audit trail of internal verifier activity. This would include helping ensure assessors have all of the relevant information and agreeing verification arrangements, through to conducting verification, providing feedback and then reviewing the whole process (in other words, completing the verification cycle)

It is important that internal verifier-candidates understand the evidence they must generate at the beginning of the programme to facilitate assessment planning and to avoid delays due to missed or unidentified opportunities to generate evidence.

The portfolio should include copies of all relevant documentation completed by the internal verifier-candidate as a product of verifying, as a minimum, the work of two assessors. It is also acceptable for evidence to be left *in-situ*, for example, in the use of electronic portfolios where it may not be possible to take screen shots or download the learner evidence. Where this is the case, it is important that the *in-situ* evidence is referenced in detail to each of the tasks in this unit to facilitate verification activities.

Core Skills

Internal 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 internal 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.

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods, or considering alternative evidence.

Further advice can be found on our website: [Assessment arrangements](#).

History of changes to unit

Version	Description of change	Date
02	Merging of the content in the former unit specification with the Support Notes document using new Qualifications Scotland template, minor updating of knowledge and skills sections (updating of text, deletion of duplicated K&S and re-location of K&S to different Task areas), removal of Word counts from evidence requirements section and the updating and expansion of Guidance sections.	June 2026

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Note: Readers are advised to check Qualifications Scotland's website: [Qualifications Scotland](#) to ensure they are using the most up-to-date version of the unit specification.

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