## 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) |  |  |  |  |
| 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 |  |  |  |  |