Example 2: Team Peer Review through Existing Processes

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	All staff involved in peer review of assessments across all levels of the subject.	All staff Principal Teacher		Produce schedule of when IV activities will take place.
Checking most up-to-date SQA documents being used (eg UASP, Unit Specification)	Check regularly for any updates from SQA on subject pages of website.	All staff		
Understanding standards and conditions prior to assessment	Staff team meetings SQA events Nominee briefings	All staff Principal Teacher	Minutes Handouts from events and briefings. Exemplification materials from SQA and standardisation exercises.	Use Understanding Standards pro forma from IV toolkit as checklist for issues to discuss.

New National Qualifications — Internal Verification Toolkit

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Internal verification of own centre-devised assessments and prior verification by SQA	Agree with PT if want to use assessments other than SQA UASPs. Ask colleague to review if produce own and send to SQA for prior verification.	All staff Principal Teacher SQA Co-ordinator	Copies of assessments, annotated with any comments from internal review. *Version approved internally (cover sheet signed and dated). Feedback from prior verification. Final version of assessment with cover sheet confirming it is approved for use.	
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 staff	Handouts	
During delivery				
Sampling of pupils' assessments	Agreement on sample of Units and groups and who will do cross-marking. Cross-marking carried out and any issues discussed at staff meeting.	All staff	*Pupils worked cross-marked recorded on CAR. Minutes of staff meetings recording any issues raised.	Use pro forma from IV toolkit to record any decisions for all to implement.

New National Qualifications — Internal Verification Toolkit

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Feedback to teachers on assessment sampled	Informal discussions Any differences of opinion to be discussed with a colleague/PT.	All staff Principal Teacher	Currently none – unless an issue is discussed at full staff meeting (minuted).	Add column to CAR for IVs to record comments to assessors on the assessments they sampled.
On-going standardisation	Staff meetings Discussion of issues from cross-marking. Discussion of any queries from staff.	All staff	Minutes of staff meetings. Input from SQA Nominee .	Use checklist pro forma from IV toolkit to record any actions or decisions agreed in informal discussions or in staff meetings.
Reviewing and acting on feedback from SQA Verification (including Key Messages)	Discussion at staff meetings.	All staff	Minutes of staff meetings.	
Dealing with specific queries from teachers or pupil appeals	Resolve issues informally where possible. Ask for second opinion from colleague if necessary. Any issues or pupil appeals not resolved informally to be referred to Principal Teacher.	All staff Principal Teacher	E-mails Completed pupil appeal forms and letters in response.	

Internal verification stage	Internal process	Staff involved	Records (*to be provided for SQA verification)	Comments/gaps
Post-delivery				
Reflecting on internal assessment and verification and planning for next session	Discussion at staff meetings. Agreement of any changes for the following session.	All staff	Minutes of staff meetings.	Use checklist pro forma from IV toolkit to record any actions or decisions agreed in informal discussions or in staff meetings.