Example 3: Single teacher department

## 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 | N/A — only teacher for subject | Teacher A  Teacher B at School B |  | No other teacher of this subject in school.  Agreement made with School B to carry out peer review of each other’s assessments. |
| Checking most up-to-date SQA documents being used (eg UASP, Unit Specification) | My Alerts  Checking website | Teacher A | Unit specifications and UASP |  |
| Understanding standards and conditions prior to assessment | None internal  Regional network meetings | Teacher A | CPD materials |  |
| Internal verification of own centre-devised assessments and prior verification by SQA | N/A for Level 4 — using UASP for Units and AVU.  Level 5 — adapting one UASP — e-mail to Teacher B at school B in network to check. |  | UASPs  E-mails from Teacher B on check on adapted version. | Adapted version shouldn’t need to go to SQA for prior verification, as minor changes. Will confirm this with Teacher B. |
| Providing information to pupils on assessment and re-assessment policy |  | Teacher A |  | Need to produce information sheets to hand out in class. |
| During delivery |  |  |  |  |
| Sampling of pupils’ assessments | N/A  Agree exchange of pupil assessments for cross-marking with Teacher B at School B. | Teacher A  Teacher B | \*Copies of Candidate Assessment Records sent with assessments — initials against pupils sampled. | If sending to SQA for verification, include note on arrangement for internally verifying with School B. |
| Feedback to teachers on assessment sampled | Discuss sampling by phone. | Teacher A  Teacher B | E-mails to confirm any actions from sampling. | If necessary, will discuss queries with IV |
| On-going standardisation | Attend regional network meeting. | Teacher A |  | If necessary, will raise any queries with SQA. |
| Reviewing and acting on feedback from SQA Verification (including Key Messages) | SQA Co-ordinator will forward on any feedback from SQA and notify me when key messages published. | SQA Co-ordinator  Teacher A | Key messages document |  |
| Dealing with specific queries from teachers or pupil appeals | As required |  | Emails | If necessary will raise any issues with Principal Teacher. |
| Post-delivery |  |  |  |  |
| Reflecting on internal assessment and verification and planning for next session | Review all feedback and own experience and decide on any changes for next session. |  |  | If necessary will raise any issues with Principal Teacher and/or regional network.  Use checklist from IV toolkit to check that all relevant issues have been covered, and to record any actions for next session. |