

DOVE HOUSE SCHOOL ACADEMY TRUST

Internal Verification Policy

Policy issued January 2016
Approved by Tom Pegler, Headteacher, Annie Benton, Chair of Governors
SignedTom Pegler & Annie Benton.....
Approved at Governing Body on 21 st January 2016
Next Review to be January 2018

Introduction

The following Internal Verification Policy should be read and used to assist in identifying and reviewing specific arrangements and responsibilities for Internal Verification at Dove House School and adapted as necessary.

The purpose of this policy is to ensure that there is a plan in place for how the Internal Verification is managed, and to ensure that staff are aware of their responsibilities and arrangements.

Policy Statement

The aim of this policy is to ensure that internal verification is valid, reliable and covers all assessors and programme activity. Also to ensure that the internal verification procedure is open, fair and free from bias.

To guarantee that there is accurate and detailed recording of internal verification decisions. In order to do this Dove House School will:

- Ensure that all centre assessment instruments are verified as fit for purpose
- Plan an annual internal verification schedule, linked to assignment schedules
- Define, maintain and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity.
- Brief and train staff of the requirements for current internal verification procedures
- Promote internal verification as a developmental process between staff.
- Provide standardised internal verification documentation

- Use the outcome of internal verification to enhance future assessment practice
- All internal verification of student work will be carried out by appropriate assessors. All assessor written assignments will be internally verified by the examinations coordinator
- A suitable sample of internally verified student work, assignment briefs and student work (depending on subject and level) will be moderated by the examinations coordinator or subject lead verifier and will be available when requested by the examination board