

Internal Verification Process

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Purpose

To quality assure the assessment process, provide feedback and guidance to assessors, candidate support and "sign off" completed candidate logs. All internal verification is carried out on an award and project basis.

1. Project Planning (Office and IV)

1. Define project objectives with client and agree Bottom Line Benefits, with ONA.
2. Set up list of candidates
3. Select and brief IV
4. Set up IV Project Folder
5. Allocate assessors to candidates (ensure CVs and specimen signatures)
6. Complete Recruitment Packs
7. Meet and brief candidates and issue with Candidate Logs and Standards

2. Project Start Up (Office and IV)

1. Set up Candidate file and enter on to database
2. Register candidates onto Awarding Body
3. Issue Sampling spreadsheet to IV
4. IV to create IV Monitoring Records and update IV Project folder
5. Agree IV Sampling Plan
6. Brief assessor team and counter signature (if new assessor)
7. Carry out standardisation meeting
8. Issue minutes to assessors and file in IV Project File.

3. Interim Sampling, assessor observation, standardisation (IV)

1. Inform EV of candidates and agree EV meeting date
2. Issue and collect in Interim Candidate Feedback forms
3. Issue sampling plan to assessors
4. Observe all assessors at least once per year and give feedback
5. Carry out interim sampling required 25% of Candidate Logs and PD Files for each assessor and give Assessor Feedback
6. Carry out interim standardisation meetings
7. Send off CRF to OCR for Units accredited (check DCS and 10 week rule)
8. Ensure all IV actions are completed by assessors and update IV Monitoring Records
9. Complete EV visit request letter
10. Receive EV confirmation of what they want to see at the EV visit
11. Forward this letter on to assessors and inform office
12. Complete EV visit checklist and action if needed (at least 2 weeks before EV visit)

Sampling Intervals
Sampling should commence following the first assessment and conclude at the completion of the award/unit. A minimum of 25% sampling per assessor should be taken over two different candidates.

Inexperienced Assessors
The number of samples should be 50% for experienced assessors and 100% those 'working towards', ensure a sample is taken of each candidate being assessed.

Sample Sizes
Samples comprise a minimum of 3 full elements across 3 different units (2 mandatory and 1 optional) per candidate. **Vary sample to cover full award.**

Method
Sampling should ensure the quality of assessment through monitoring and or observing discussion, corroborating supplied evidence and ensuring completeness of documentation

5. Post EV visit (Office and IV)

1. Collect in and sample completed Candidate Logs and complete Final Assessor Feedback
2. Collect in and analyse Candidate Evaluations
3. Send off CRF to OCR for NVQs completed (DCS only)
4. Complete Lessons Learnt Summary and amend processes and/or procedures where necessary
5. Carry our Impact Assessment interview with clients to assess impact on organisation

4. EV Visit (IV)

1. Ensure all log books are in Project Folder is up to date. Candidates/assessors are aware of EV contact
2. Gain assessor feedback ahead of meeting and set agenda accordingly
3. Meet with assessors and carry out Standardisation Meeting
4. Have all assessors complete CPD Records on a monthly basis