



**SOUTH MOLTON**  
COMMUNITY COLLEGE  
— supporting success —

# **Internal Verification & Moderation Policy**

**linked to Assessment**

*(Appendix 1 outlines specifics needed for compliance  
with RSL Rock School ~ Music Practitioners)*

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**Adopted by the Governing Body: Nov 2017**  
**Review: Nov 2019**

# **Internal Verification & Moderation Policy linked to Assessment.**

## **Purpose:**

To provide access to assessment and accreditation, particularly in relation to assessed coursework. Ensuring equality of opportunity for all the learners within a framework of moderation or internal verification as appropriate. All this within the guidelines laid down by the various examination bodies that we use.

## **Rationale:**

- To ensure consistency, transparency, validity and reliability of assessment processes, ensuring that standards and specifications are implemented/achieved.
- To give quality assurance in assessment processes by establishing quality control mechanisms for assessment through a system of sampling, moderation and internal verification as appropriate.
- To provide equal access and learner-centred approaches to assessment, providing appropriate opportunities for learners to record evidence of achievement.
- To identify the staff development issues concerned with the assessment process through performance management interviews and team improvement plans.

## **Context:**

All assessment processes will be fair both in intent and outcome and therefore must address the basic principles of consistency, transparency, validity and reliability. This applies for all assessment, internal verification and moderation processes.

## **Our College:**

- will negotiate any special arrangements with the Awarding Body for learners with specific needs in securing appropriate arrangements for access to and support in the assessment process as laid down in their procedures.
- Recognise that the roles and responsibilities of the assessors and internal verifiers are essential to the delivery and quality assurance of the programme. Sufficient time will be allocated to ensure that the internal verification can be done effectively.
- will ensure that the quality assurance process is undertaken that the Awarding Body procedures are followed.
- will ensure that an audit trail is kept that ensures assessment procedures are robust and can be audited where necessary.

## **THE PROCESS:**

### **1. Assessment**

- Assessment processes will aim to promote learning and achievement of learners throughout the course.
- The Assessor is responsible for ensuring that assessment processes are consistent and transparent, that evidence is valid, sufficient, authentic and that judgement of the evidence is valid and reliable.

The Teacher/Assessor will:

- ensure that the learners are fully briefed on assessment methods and procedures including Student Appeals Procedures.
- involve learners in the assessment planning process and agreement of assessment occasions.
- provide constructive written feedback to learners on assessment (conveying levels of achievement if appropriate, as directed by the Awarding Body)
- discuss targets and areas for development on an individual basis.
- adhere to the Awarding Body's assessment specification in the judgement of evidence towards an award.
- record outcomes of assessment using appropriate documentation as directed by the Awarding Body.

## **2. Internal Verification**

### **The Internal Verifier:**

- is at the heart of quality assurance in the programme, in terms of managing assessment and ensuring that it consistently meets national standards.
- will have the knowledge and qualification relevant to the vocational qualification and other competence based awards for which they are responsible to enable accurate judgements to be made regarding candidate performance in relation to competence criteria.
- will carry out and evaluate internal assessment and quality assurance
- will support assessors
- will Monitor the quality of assessors' performance
- will Meet external quality assurance requirements

### **Implementing:**

Provision will be made for communication between the team to share 'best practice' and areas of concern. Meetings between assessors and verifier will be supported at a whole school level. These meetings will concern themselves with resolving issues of interpretation, validity, sufficiency and reliability of evidence. Information from these meetings will be documented and will provide a forum for revision and refinement of assessor practice.

### **Moderation:**

Assessment, verification and moderation procedures will all follow guidelines laid down by the Awarding Bodies.

The moderation of vocational qualifications is a comprehensive check on achievement to ensure that the learner is given the best opportunity to achieve their best quality of work and therefore their best overall result (grade) before submission to an External Moderator.

When internal moderation has been carried out work is available for submission to the Awarding Body by the deadline set.

**Special Circumstances:** Where single teacher departments require specialists support to perform Internal Verification, Moderation and Standardisation and this expertise is not available in-house, support from other organisations (schools/colleges) will be established to ensure the processes are fair, rigorous and robust.

## **Appendix 1.**

### **Specific requirements for compliance with RSL Rock School ~ Music Practitioners.**

#### **Staff support (in place of a specific handbook)**

All Staff including Internal Verifiers will have access to the online SMCC Music portal (on RMuNify) where all policies and procedures are clearly available alongside all documents generated by RSL pertinent to the course or links to these documents on the RSL website.

#### **Internal Verifier Role**

The internal Verifier will be suitably qualified to fulfill the role for RSL holding (D34,V1, TAQA) qualifications or be an assessor for the standards being assessed. To achieve this SMCC are linking with GTS to call upon the expertise of Mr S Robilliard, who is in the process of becoming an external assessor for RSL.