Assessment and Internal Verification Policy

The following policy and procedure is to be used by all tutors and assessors within SSG Training. Timeframes and methods used to collect candidate evidence will be dependent on the programme design, but all elements of the assessment process must still be adhered too.

Assessment is used by tutors and assessors to judge candidate's attainment, to indicate successful learning and the need for further study or further evidence.

It is important to consider the most current published guidance in the unit specification for each unit so that a coherent programme of study can be ensured.

The tutor/assessor creates an assignment brief to include the required criteria from the specification. Appropriate methods for evidence production are selected (for the candidate) and SMART deadlines set for submission.

Successful completion of internal verification of the assignment brief will then lead to the completion of an Assessment Plan and IV Plan. The assessment plan is a working document. As a minimum requirement, the assessment plan should include:

• Names of all assessors and internal verifiers
• Scheduling for assignment hand out and submission
• Deadlines for assessments
• Scheduling for internal verification and the opportunity for resubmission

Before starting an assessment, the tutor/assessor must ensure that each candidate understands the assessment requirements, the nature of the evidence they need to produce and the importance of time management and meeting deadlines. The tutor/assessor should then decide when the candidate is suitably prepared to undertake the assessment.

Once candidates are working on assignments which will be submitted for assessment, it is essential they work independently to produce and prepare evidence for assessment.

Tutors/Assessors should only accept evidence for assessment that is authentic, i.e. that is the candidates own work and that can be judged fully to see whether it meets the assessment criteria. Candidates are asked to authenticate the evidence that they provide for assessment by signing a declaration stating that it is their own work when they submit it. The tutor/assessor selects candidate evidence to assess from the guidance on the assessment plan and completes formal/summative judgements. The evidence can be annotated with assessment decisions and signed and dated where required by the tutor/assessor. Only one submission is allowed for each assignment.

It is good practice for tutor/assessors to "mark" spelling and grammar i.e. correct mistakes on candidate work and expect the learner to correct them. Mistakes in spelling and grammar should not influence assessment decisions unless the mistakes are so problematic that they undermine the evidence of learner understanding, or specific assessment criteria requires good communication, spelling and grammar and/or correct use of technical language. If the candidate's work has consistently poor spelling, grammar or language below the standard expected at the level of the qualification, marking should be delayed until the candidate has resubmitted work considered to be up to standard. This should be within in a timeframe not considered to provide an unfair advantage to the candidate.

Written feedback is then given within the brief to the candidate. While candidates are working on an assessment, the tutor/assessor can continue to give general feedback and support, particularly around the development of knowledge, understanding and skills. Feedback could include:

- Guidance on how to approach the knowledge and skills requirements
- Guidance on appropriate behaviour and approach, confirmation of deadlines etc.
- Confirmation of which criteria the assessor is targeting and clarification of what the assignment brief requires.

Following Assessment; there should be clear summative feedback on:

- The criteria the candidate achieved (explaining the assessor's decisions) and what the candidate has done well.

- The criteria not achieved (and why) although the tutor/assessor should not provide a list of instructions on how to get a higher grade.
- Information or guidance available to the candidate they could have drawn on (e.g. class notes; handouts; resources in assignment brief).
- General behaviour and conduct, approach, grammar etc.

The tutor/assessor is expected to formally record the assessment results and confirm the achievement of specific assessment criteria on the marking scheme and on the programme tracker in a timely manner.

Internal Verification

Internal verification should take place a maximum of 10 working days of the summative submission and 5 working days of the assessor's decision. Internal verification represents a quality assurance approach used to monitor assessment practices and decisions to ensure that:

• Assessment instruments are fit for purpose

• Assessment decisions accurately match learner evidence to the unit assessment criteria and assessment guidance

• Assessors are standardised and assessment and grading is consistent across the programme.

The internal verification process should be established before the programme commences and documented in the IV plan. There is not a requirement that all learners are internally verified during the lifetime of a programme.

If the candidate has not achieved the targeted pass grade following submission; the Lead IV may authorise one opportunity for the candidate to resubmit evidence for each assignment submitted. The Lead IV can only authorise a resubmission if all of the following conditions are met:

- the learner has met initial deadlines set in the assignment, or has met an agreed deadline extension
- the assessor judges that the learner will be able to provide improved evidence without further guidance
- the assessor has authenticated the evidence submitted for assessment and the evidence is accompanied by a signed-and-dated learner declaration of authenticity

The candidate and the assessor must agree a new deadline and it must be within 5 working days of it being reissued to the candidate. Internal verification should then take place within 5 working days of the assessor's decision.

A full paper trail of all candidate work from submissions must be presented to the Lead IV.

The IV will sample candidate work – the amount of work to be IV'd will be determined by the number of learners on the programme and the experience of the tutor/assessor, but it should be a minimum of 4 pieces of work for each assessment. This will then be followed by a sample from the Lead IV.

The Lead IV will confirm achievement of the units by completing an IQA record sheet. This will be sent to the course administrator to action certification.

Original learner evidence must be kept current, safe and secure for 12 weeks after learners have been certificated. Following learner certification, assessment records (feedback sheets) and the associated internal verification documentation must be kept for a minimum of three years