



# Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



## Internal Verification Policy



## **Internal Verification Policy**

- Aims:**
- To ensure there is an accredited Lead Internal Verifier in each principal subject area
  - To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity
  - To ensure that the Internal Verification procedure is open, fair and free from bias
  - To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, the centre will:

- where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes
- each Lead Internal Verifier oversees effective internal verification systems in their subject area
- staff are briefed and trained in the requirements for current internal verification procedures by their lead internal verifier, including annual standardisation activities in the autumn term allocated by Pearson
- effective internal verification roles are defined, maintained and supported
- standardised internal verification documentation is provided and used
- all centre assessment instruments are verified as fit for purpose
- an annual internal verification schedule, linked to assessment plans, is in place as per assessment plans
- an appropriately structured sample of assessment from all programmes, units, sites and assessors is internally verified, to ensure centre programmes conform to national standards
- secure records of all internal verification activity are maintained
- the outcome of Internal Verification is used to enhance future assessment practice.



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This policy will be reviewed every 12 months

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