



Exams – Assessment and Internal Verification Policy

2022/23

Written By	Helen Whalley & Rhian Davies
Effective Date	October 2022
Due for Review	October 2023
Approved and Signed by:	
Chair of Committee	
Headteacher (Head of Centre)	

Assessment & Internal Verification Policy – Key Staff

Role	Name(s)
Head of Centre	Joe Barker
SLT – Exams	Rhian Davies
SLT – Vocational Qualifications Quality Representatives	Lyn Lawton – BTEC Nuala Burke – Asdan
Exams Officer	Helen Whalley
Deputy Exams Officer	Jennita Residu

Departments	Head of Department	Subjects
Arts	Helen Aspinall	<ul style="list-style-type: none"> • Music Practice • Performing Arts
Humanities	Carly Ramsay	<ul style="list-style-type: none"> • Travel and Tourism
Technologies	Alex Purdie	<ul style="list-style-type: none"> • Creative Media Production • Creative iMedia • Food and Cookery • Graphic Design • Enterprise & Marketing
Sports/P.E.	Michael Stretton	<ul style="list-style-type: none"> • Health & Fitness

Purpose of the policy

This procedure, developed for use only with specified* vocational qualifications, confirms Marple Hall School's compliance with relevant awarding body requirements that the Centre has in place policies that are reviewed and evaluated annually for managing assessment and internal quality assurance.

**The specific qualifications covered by this policy in this academic year are:*

Board	Title	Code	QAN
Asdan	Level 1/2 Certificate in Personal Effectiveness	CoPE	100/3558/8
NCFE	Level 2 Technical Award in Graphic Design (legacy)	n/a	603/0845/X
NCFE	Level 1/2 Technical Award in Food and Cookery	n/a	603/7014/2
NCFE	Level 1/2 Technical Award in Graphic Design	n/a	603/7011/7
NCFE	Level 1/2 Technical Award in Health and Fitness	n/a	603/7007/5
NCFE	Level 1/2 Technical Award in Health and Fitness (legacy)	n/a	603/2650/5
OCR	Level 1/2 Cambridge National in Creative Media	J834	603/7090/7
OCR	Level 1/2 Cambridge National in Enterprise and Marketing	J837	603/7092/2
OCR	Level 1/2 Cambridge National in Enterprise and Marketing (legacy)	J819	603/0646/4
OCR	Level 1/2 Cambridge National in Sports Studies	J829	603/7107/9
OCR	Level 1/2 Cambridge National in Sports Studies (legacy)	J813	600/5123/1
Pearson	Level 1/2 Tech Award in Travel and Tourism	KWF16	603/7048/8
Pearson	Level 1/2 Tech Award in Music Practice (legacy)	CXKL1	600/6818/8
Pearson	Level 1/2 Tech Award in Music Practice	BCW18	603/2973/7
Pearson	Level 1/2 Tech Award in Creative Media Production (legacy)	DLGT8	603/1238/5
RSL	Level 2 Tech Award in Creative and Performing Arts	CaPA	601/7680/5

Policy Protocols

- To ensure that assessment is accurate, timely and meets relevant awarding body requirements
- To ensure that internal verification is well planned, accurate and meets relevant awarding body requirements
- To ensure that vocational qualifications are effectively planned for within strategic quality assurance arrangements and that such arrangements are accurate, timely and meet relevant awarding body requirements
- To ensure that all staff involved in the delivery of vocational qualifications understand their roles and responsibilities

Assessment:

- To ensure that assessment is accurate, timely and meets awarding body requirements, Marple Hall School will:
 - Ensure that candidates are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment. Each assignment should clearly identify the assessment criteria to be focused upon, as well as formative and summative assessment dates
 - Assess candidate's evidence using only the published assessment and grading criteria
 - Ensure that assessment decisions are impartial, valid and reliable
 - Maintain assessment procedures that will minimise the opportunity for malpractice
 - Maintain accurate and detailed records of assessment decisions

- Maintain a robust and rigorous internal verification procedure
- Provide samples for standards verification as required by the awarding body
- Review and monitor moderations and/or standards verification reports and undertake any remedial action required.
- Share good assessment practice between relevant curriculum teams
- Ensure that vocational qualification assessment methodology and the role of the assessor are understood by all staff involved in relevant teaching, assessment and verification
- Provide resources to ensure that assessment can be performed accurately, appropriately and to the best of the candidate's ability
- Ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of candidates or individuals
- Ensure that the assessment procedure is open, fair and free from bias and to national standards

Internal Verification:

- To ensure that internal verification is accurate, timely and meets awarding body requirements, Marple Hall School will:
 - Ensure there is a lead internal verifier (LIV) appointed in each subject area, where applicable
 - Ensure that Internal Verification (IV) is valid, reliable and covers all assessors, and course activity
 - Ensure that the IV procedure is open, fair and free from bias
 - Ensure that there is accurate and detailed recording of IV decisions.

Quality Assurance:

- To ensure that quality assurance processes are accurate, timely and meets awarding body requirements, Marple Hall School will:
 - Appoint a senior member of staff to the role of Quality Representative, where applicable

Roles and Responsibilities

The Quality Representative will:

- Manage the delivery of assessment and internal verification across all relevant course provision
- Appoint, train and brief Lead Internal Verifiers for each subject area
- Lead the continued professional development of the relevant curriculum team
- Manage all moderation and/or standards verification activity, and any resulting remedial action required
- Ensure the retention of assessment and internal verification records for a period of 3 years following certification, in line with awarding body requirements
- Operate in accordance with this policy at all times

Lead Internal Verifiers will:

- Ensure that all centre-devised assessment assignments are verified as fit for purpose prior to distribution to candidates
- Be responsible for allocating the sample size required from each assessor:
 - Assessors deemed to be 'high risk' will provide a higher sample size than 'low risk' assessor. Level of risk will be determined by the Lead Internal Verifier and the Quality Representative.
- Verify an appropriately structured sample of assessor work from all courses to ensure each conform to moderation and/or standards verification requirements
- Plan an annual internal verification schedule which is published to all relevant assessors and the Quality Representative at the beginning of each academic year
- Maintain secure records of all internal verification activity within area of responsibility:
 - ensure that these records are kept for 3 years after certification, in line with awarding body requirements
- Appoint and train assessors on the requirements for current assessment procedures
- Where applicable, appoint and train additional internal verifiers on the requirements for current verification procedures
- Maintain the continued professional development of the relevant curriculum team within area of responsibility
- Use the outcome of internal verification to enhance future assessment practice
- Operate in accordance with this policy at all times

Assessors will:

- Ensure that programmes are delivered in accordance with awarding body guidelines
- Follow the agreed assessment plan and internal verification schedule
- Maintain secure records of all assessment activity within area of responsibility:
 - ensure that these records are kept for 3 years after certification, in line with awarding body requirements
- Participate in relevant training and continued professional development activities in relevant teaching and assessment practice
- Operate in accordance with this policy at all times