

SEM

Internal Verification and Quality Assurance Policy

Effective September 2019

Next Review Date August 2020

SEM

Purpose/Scope

Aims

To ensure that:

- Assessment is accurate, consistent, current, timely, valid, authentic and to Awarding Body standards.
- Assessment instruments are fit for purpose.
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- Assessment is part of an audit trail of learner achievement records.
- To ensure that there is accurate and detailed recording of internal verification decisions.
- Feedback is provided to inform centre quality improvement.
- To ensure that the internal verification procedure is open, fair and free from bias.

This document is to be read in conjunction with the schools other policies which provide contextualisation for the processes outlined in this policy.

In the event of any uncertainty about the scope of this procedure or who to contact in the first instance, the Academic Manager, or the Head of Administration and Student Welfare will be happy to help with any advice or support needed:

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Definitions/Terminology

Internal Verification:

A centre devised quality assurance process which assures the assessment against the accrediting body unit grading criteria and that assignments are fit for purpose.

External Verification:

A regular process operated by the awarding body and used to check centre assignments and assessment against accrediting body standards. Internal verification processes and centre resources are reviewed and reported upon.

Sample of Learner Work:

External verification is based upon the scrutiny of assessed learner work. The volumes of samples required is prescribed by the external verifier and varies according to numbers of learners and sector programmes a centre operates.

Responsibilities

Quality Nominee (QN) (Academic Manager):

Ensures that centre internal verification and standardisation processes operate, and acts as the centre coordinator for external verification between the awarding body and course teams. The QN ensures External Verifier reports are monitored and any remedial work carried out.

Internal Verifier (IV):

A Lecturer/assessor able to verify assessor decisions, and validate assignments. The internal verification records findings, gives assessor feedback, and oversees remedial action.

External Verifier (EV):

The EV verifies the quality of the centre's assessment and internal verification.

Staff Briefing:

All assessors and IV's require periodic briefing on accrediting body processes.

Verification schedules:

Annually agreed to cover all assessors. Assessment schedules should be drawn up and monitored through the year.

Internal verification of assignments:

Carried out before use to ensure that they are fit for purpose, and that any recommendations are actioned.

Internal verification of learner work:

Should verify sufficient to ensure the security of the standard. Assessors do not internally verify their own work. Assessor feedback and support should be given. The process does not involve the learner.

IV records:

Are correctly maintained in a secure place for three years after certification. SEM will use standard forms for the process: see awarding body websites.

Links:

Internal verification processes need to articulate with appeals processes, and authenticity of learner work requirements.

External Verification:

SEM is subject to external verification where qualifications lead to an award from a third party awarding body.

Procedures

SEM has procedures in place to:

- Ensure that all centre assessment instruments are verified as fit for purpose.
- An appropriately structured sample of assessor work from all programmes, sites and teams are verified, to ensure centre programmes conform to the awarding body standards and external verification requirements.
- Plan an annual internal verification schedule, linked to assignment plans.
- Define, maintain, and support effective internal verification roles.
- Ensure that identified staff will maintain secure records of all internal verification activity
- Brief and train staff of the requirements for current internal verification procedures.
- Promote internal verification as a developmental process between staff.
- Provide standardised internal verification documentation
- Use the outcome of internal verification to enhance future assessment practice.

As part of SEM's commitment to quality assurance the following procedures are in place:

- A Student Staff Liaison Committee where learner feedback is recorded and any acted upon in agreed timescales.
- A programme of proactive pastoral care delivered by trained staff.
- A schedule of regular staff/department meetings.
- A schedule of anonymous surveys for each module where the outcomes are collated by the Head of Student Surveys and fed back to the relevant department. Appropriate actions are taken in agreed timescales; the outcomes of surveys are fed back to the student body.
- A regular review of facilities by teaching and technical support staff, along with consultation of student voice.

- Maintenance of relevant professional body accreditations to ensure delivery of innovative practice.

Further details of all processes and procedures linked to aspects of assessment can be found in the Assessment Handbook. SEM is also subject to the relevant policies of any awarding body linked to the delivery of accredited qualifications at SEM.

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