

UAL 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 ensure that:

- Lead internal verifiers are accredited in line with UAL Procedures
- Lead internal verifiers will oversee effective internal verification systems within each principal subject area
- All staff are briefed and trained in the requirements for current internal verification procedures by the Lead IV
- The effective internal verification roles are defined, maintained and supported
- Internal verification is promoted as a developmental process between staff
- 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
- All assignment briefs are internally assessed before distribution to students and an appropriately structured sample of assessment is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- Secure records of all internal verification activity are maintained
- The outcome of internal verification is used to enhance future assessment practice.