

GUIDANCE FOR INTERNAL VERIFIERS

Introduction

GQA does not prescribe the actual documentation needed to provide Internal Verification records but does require the IV process to be conducted in accordance with the ENTO V1 Award and the statutory regulations. Examples of possible forms are due to be found on the GQA website, i.e.

Internal Verification Sampling Plan
Internal Verification Progress Plan
Internal Verification Sampling Record

The centre and Internal Verifier is required to keep appropriate records that must be made available to the GQA External Verifier.

Guidelines

A separate record is required for:

Each assessor
Each NVQ/SVQ or skill area

Assessor Achievements:

If the A1 or A2 Award (or its equivalent) has not been achieved then the IV is responsible for ensuring that the assessor is both registered for the appropriate 'A Award' with an awarding body and has an action plan for the achievement of the award.

Enter the unit reference numbers on the IV record

Enter the unit reference number and/or name of all sampled units for the NVQ/SVQ or skill area.

Names of the candidates included in the sample

Enter the names of a chosen sample of candidates (selected to reflect the sample). Ensure different candidates are chosen to those selected in any earlier sample.

Record of units sampled for each candidate

Decide which completed unit(s) are to be checked from the list of units assessed and record against the candidate. When carrying out sampling during the early stages of the assessment process, check the progress records for each candidate included in the sample to ensure all elements of the unit have been completed to verify the quality of the assessor's judgements. Ensure that the same unit is selected for more than one candidate so that consistency of assessment decisions can be checked.

The sample size is dependent upon the level of confidence that all aspects of assessment are satisfactory. The sample needs to take account of all forms of assessment and types of evidence over a time period.

If any of the candidates chosen for the sample have completed the units and are ready to be entered on to a GQA certificate request form then the total number of units for that candidate must be recorded.

Were all candidates registered?

Ensure that all candidates assessed are registered with GQA. Ensure that the units make up the qualification for the NVQ/SVQ being assessed.

Were all assessment plans agreed?

Ensure that there is an assessment plan for all candidates and that this plan complies with the prescribed guidelines/criteria.

Units are original and current

It is a GQA requirement that only original booklets are used for assessment. Currency may need to be checked if the candidates have been working toward a qualification for a long period.

Were all documents fully completed?

Names, registration number and signatures of the assessor and internal verifier for all complete units need to be recorded.

Were all records legible and accurate?

Ensure that any records of evidence provided by the assessor or candidates are legible and accurate. If this is not the case they may have to be disregarded.

Was all evidence cross referenced with the unit criteria?

All evidence examined should be cross referenced to unit criteria so that its relevance to the competence being assessed may be judged. It is also important to ensure that all evidence identified can be found. Many assessment systems simply call up naturally occurring evidence using company systems and records. These records must be checked to ensure that the evidence is authentic and valid. In short it must be possible to audit trail records to the actual evidence.

Was all performance criteria met?

Ensure that any evidence presented in the sample covers all the qualification criteria specified in the GQA booklet.

Was all underpinning knowledge met?

Ensure that all underpinning knowledge evidence examined in the sample complies with that specified in the GQA booklet.

Were all documents stored securely?

Remember all candidates and assessors records of assessments are confidential. These must be stored securely in accordance with the centre's policy and agreed at the time of the assessment centre approval. Ensure that these arrangements are operating.

Was there evidence that the candidate received feedback?

There must be evidence that each candidate has received feedback after an assessment and that an appropriate decision has been taken. Competent, not yet competent and where appropriate what corrective actions are required.

Were equal opportunities monitored?

Ensure that the sample of candidates includes, where possible, a range that covers the Equal Opportunities Policy, e.g. gender, ethnic background etc.

Completing the analysis of the sample

Evidence must be evaluated and a judgement made as to whether it is valid, authentic, sufficient and current.

Tick assessment methods used

Identify the assessment methods used. The IV must ensure that the assessor has either achieved or is working towards the relevant 'A Award' for the assessment method(s) used.

Which candidates were observed/interviewed?

Internal Verifiers are required to 'observe' assessors evaluating evidence. Candidates should also be interviewed to gain knowledge of the process of assessment. Record on the sampling record if a candidate assessment has been 'observed' or a candidate interviewed.

Feedback and actions required

Feedback must always be provided to assessors following an internal verification. Any actions required should be recorded. Actions should have reasonable target dates for completion.

Does the assessor have any identifiable training needs?

Check that the assessor is qualified and able to assess. Ensure that he/she holds the appropriate 'A Award' or its equivalent.

Ensure that he/she has knowledge of the GQA systems and procedures.

Have any appeals been made against this assessor?

Check if there have been any appeals by the candidates against any assessment decisions made by the assessor. It is vital that comprehensive records are made of any appeal and subsequent actions and findings.

Internal Verifier decision

After the candidate sampling, the IV must record his/her decision. This enables the IVs decision to be compared with those made by the assessor.

If the IV does not agree with the assessment decisions, he/she should discuss and attempt to resolve this with the assessor. If there is not a satisfactory resolution then the candidate should not be included on the request for certification and the matter referred to the EV.

The assessor should ideally sign the form to signify that the internal verification took place and agree any actions noted. The internal verifier must clearly record his/her name and sign the form.

Distribution of the form

A copy of the form must be retained by the Internal Verifier for record purposes and examination by the external verifier.

A copy of the form must be retained with the Centre Records

12/04