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| Assessment and Internal Verification Policy |
| Issue 1.1 |

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| **Policy Title**  |
| **Assessment & Internal Verification Policy** |
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| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
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| Approving Signature | Angela Mollan |
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Assessment and Internal Verification Policy

Assessment will be carried out on a regular basis by qualified assessors, where tutors are working towards the TAQA Assessor Award; their decisions will be checked and countersigned by a qualified assessor.

Assessment decisions will be given to learners within one working week, and constructive feedback will be given. Where further work is required from a learner a reasonable resubmission date will be negotiated with the learner.

All of the delivery/assessment team will hold regular minuted meetings, some of which will be standardisation meetings to ensure fair assessment is carried out. Evidence must be judged valid, reliable and sufficient.

If a learner disagrees with any assessment decision they will have access to an Appeals Procedure which will be explained at the beginning of the programme of study and reinforced throughout the course.

It is the policy of Peregrinate Ltd to carry out 100% internal verification for the first twelve candidates registered for any new or additional award offered by the centre. Thereafter, internal verification will take the form of sampling. The level of sampling will relate to factors such as the complexity of the award and the experience of the assessor, however internal verification will be carried out across all the modules, across all the assessors, and as required to meet the relevant awarding body requirements.

The internal verification sampling system consists of:

* checking assessment plans / records / feedback and future actions for reliability and authenticity and ensuring that they are valid
* internal verification document giving feedback notes and actions to assessors
* internal verifier meeting records
* external verifier notes / recommendations

All internal verification will be carried out by personnel who hold a minimum of A1 (or D32, D33) & V1 (or D34).

Assessors and internal verifiers will hold regular minuted meetings to review operational and quality issues.

Internal Verifiers will be responsible for:

* ensuring that all assessments carried out are valid and reliable
* advising and supporting assessors
* keeping accurate records of assessment and internal verification.

They will do this by:

* advising and supporting assessors
* sampling assessments throughout the assessment process
* monitoring and sampling the work of assessors for which they are responsible
* verifying assessment practice.

It is not acceptable for Internal Verifiers to internally verify evidence that they have assessed.

**Appeals Procedure**

Candidates must be informed of the appeals procedure (and the named person(s) to whom appeal must be submitted) by internal verifiers.

Candidates have the right to appeal at the level of a unit of competence or any or several of the following grounds:

* **The assessment was conducted such that the candidate was not given the adequacy of opportunity to allow the competence to be fully demonstrated.**
* **The assessment was conducted in such a manner that the candidate was put under stress, which was excessive to that normally pertaining to the usual and expected circumstances in which that competence would be carried out in the work place.**
* **The assessment did not have the adequacy of range, nature and comprehensiveness of the evidence when set against the national standards and evidence requirements.**

Candidates who wish to make an appeal following assessment must comply with the following:

* **An appeal must, in the first phase, be made verbally directly to the relevant assessor within five working days of the assessment. It is anticipated that this initial stage will result in a satisfactory conclusion to the appeal.**

Both candidate and assessor must maintain their own record of this initial appeal should it not be resolved at this stage.