

Internal Verification

Owner	Head of Centre		
Version	1.0		
Changes	Updates for clarity and accuracy		
Approval date	May 2026	Approved by	Academic Council
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Purpose	RCL Mumbai recognises the importance of a fair assessment process. Thus, this policy applies to all the assessors and Internal Verifiers involved in making assessment decisions for all vocational qualifications. This policy aims to ensure equal and fair assessment for all learners.		

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1.0 Purpose

RCL Mumbai recognises the importance of fair assessment processes. Thus, this policy applies to all the assessors and Internal Verifiers involved in making assessment decisions for all vocational qualifications. This policy aims to ensure equal and fair assessment for all learners.

2.0 Aim

This policy is to ensure that:

- Learners are given realistic targets and informed of their progress.
- To record and track the achievement accurately.
- To ensure that the assessment leads to accurate and valid certification claims.

3.0 Policy statement

The assessor/faculty needs to provide learners with assignment briefs that are fit for purpose and in line with the learning outcomes of the programme of study they are following, to enable them to produce appropriate evidence for their assessment.

At the start of the academic year, the assessor needs to create an accurate assessment plan for each qualification and share it with the concerned faculty and the Internal Verifier.

The faculty then needs to provide clear, published dates for handouts of assignments and deadlines for formative and summative assessments.

The assessor needs to develop suitable assessment procedures that will minimise the opportunity for malpractice.

The assessor/faculty should ensure that all assignments have been uploaded by students on the plagiarism checking software before the final submission. The plagiarism should be less than 20%.

Internal Verification

Internal verification of assignments:

It should be carried out before the use of briefs to ensure that they are fit for purpose, and that any recommendations are acted upon. Documented records of effective internal verification must be kept.

Internal verification of assessment decisions:

must verify a sufficient sample of assessor grading decisions to ensure accuracy. Assessors do not internally verify their own work. Assessor feedback and support should be given.

Internal verification records:

must be correctly maintained and kept securely for 3 years after certification.

Standards verification:

The faculty/assessor / IV should monitor standards verification reports and undertake any remedial action required.

The Internal Verifier needs to ensure that assessment decisions are impartial, valid, and reliable. He / she should maintain a robust and rigorous IV procedure.

4.0 Guidelines

1. Purpose of the Internal Verification Policy

The Internal Verification (IV) Policy must clearly state that its purpose is to:

- Ensure valid, reliable, fair, and consistent assessment decisions
- Maintain national standards set by Pearson
- Ensure that assignment briefs and assessment decisions are fit for purpose
- Protect learners from unfair advantage or disadvantage
- Provide a clear audit trail for Pearson quality assurance activities

2. Scope of the Policy

The policy should apply to:

- All Pearson BTEC programmes delivered by the centre
- All internally assessed units
- All staff involved in:
 - Assessment
 - Internal Verification
 - Quality Assurance

3. Key Principles of Internal Verification

Your IV Policy should be based on these core principles:

- **Independence:**
Assessors must not internally verify their own assessment decisions.
- **Consistency:**
Assessment decisions are applied consistently across assessors and cohorts.
- **Transparency:**
Clear documentation and recorded decisions are maintained.
- **Developmental approach:**
IV supports assessors through feedback and standardisation.

4. Internal Verification of Assignment Briefs

5.1 Purpose

Internal Verification of assignment briefs ensures that assessment instruments are fit for purpose before being issued to learners.

5.2 Process

All assignment briefs must be internally verified before issue to confirm that they:

- Meet unit learning outcomes and assessment criteria
- They are clearly written and appropriately contextualised
- Allow learners access to the full range of grades (Pass, Merit, Distinction)
- Are achievable within the assessment timeframe

No assignment brief may be issued to learners without documented IV approval.

Internal Verification of Assignment Briefs

6.1 Sampling Strategy

The Centre applies a planned and risk-based sampling strategy, ensuring coverage of:

- All assessors
- A range of grades (Pass, Merit, Distinction)
- Different units and cohorts
- New or inexperienced assessors (enhanced sampling)

6.2 Verification Activity

Internal Verifiers confirm that:

- Assessment decisions accurately reflect unit criteria
- Evidence is sufficient, authentic, and relevant
- Feedback is clear, appropriate, and criterion-referenced
- Grading decisions are consistent with national standards

Records and Evidence

- The Centre maintains secure records of:
- Internal verification of assignment briefs
- IV sampling decisions and outcomes
- Assessor and IV feedback
- Completed IV actions
- Standardisation meeting minutes
- These records form part of the **programme file** and are retained in line with Pearson and centre requirements.

5.0 Monitoring

The Service Quality Review Team, which will monitor the implementation of this policy, includes:

Staff Members Involved

Assessor

Internal Verifier

6.0 Review

This policy would be reviewed annually by the management.

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support, contact the Head of Programme