

Internal and External Exam Verification Arrangements Procedure

Purpose

This procedure outlines the arrangements for verifying internal and external examination processes at Next Steps Ed. It ensures consistency, fairness, and compliance with awarding body regulations while maintaining the integrity of assessments. The procedure applies to all staff, students, and stakeholders involved in the administration, delivery, and verification of exams.

Internal Verification Arrangements

Assignment Design and Approval

- All internal assessments must align with awarding body criteria and be approved by the Internal Verifier (IV) before distribution.
- The IV will review the assessment tasks for clarity, fairness, and alignment with learning outcomes.

Sampling and Moderation

- The IV will conduct sampling across a range of students and assessment tasks to ensure consistent marking practices.
- A standardization meeting will be held with assessors to ensure consistency in grading and adherence to criteria.

Feedback and Record Keeping

- Assessors will receive constructive feedback from the IV on the quality and consistency of marking.
- Verification records, including sampling logs and feedback reports, will be securely stored for audit purposes.

Action and Appeals

- Where discrepancies or issues are identified, the IV will work with the assessor to resolve them promptly.
- Students may appeal grades following the organization's appeals process if they feel their assessments were not marked in accordance with criteria.

External Verification Arrangements

Preparation for External Verification (EV)

- The Exams Officer will coordinate with the awarding body to schedule EV visits and provide necessary documentation.
- All requested materials, including assessment records, verification reports, and student work, will be prepared in advance.

Compliance with Awarding Body Requirements

- Staff must ensure that all assessments adhere to the standards set by the awarding body.
- External Verifiers will have access to accurate and up-to-date records, including IV feedback and any follow-up actions.

Facilitation of External Verifiers

- The Exams Officer will act as the main point of contact for EVs during visits or virtual reviews.
- Relevant teaching and assessment staff must be available to provide additional information as required.

Feedback and Action Plans

- The EV's report will be reviewed and shared with relevant staff.
- Any required actions or recommendations from the EV will be addressed promptly, with clear deadlines for resolution.

Continuous Improvement

- Findings from the EV process will inform staff training and development to improve assessment practices.
- Regular reviews of external verification outcomes will ensure ongoing compliance and quality assurance.

Roles and Responsibilities

- **Exams Officer:** Coordinates internal and external verification processes and ensures compliance with awarding body requirements.
- **Internal Verifier (IV):** Oversees the consistency and quality of internal assessments, provides feedback, and ensures adherence to standards.
- **Assessors:** Deliver and mark assessments according to approved criteria and respond to IV feedback.
- **Senior Management Team (SMT):** Ensures adequate resources and training for effective verification processes.

Policy Review

This procedure will be reviewed annually to reflect changes in awarding body requirements, internal processes, or feedback from verification activities.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director