

Internal Verification Policy and Procedure

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The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.

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1. Introduction

Internal verification is a fundamental component of Quality Enhancement and Assurance at Glasgow Kelvin College. It ensures that all learners entered for the same qualification are assessed fairly and consistently, and that assessment decisions meet the national standards set by the relevant awarding bodies.

This policy outlines how Internal Assessment and Verification activities are planned, implemented, monitored, and reviewed in line with awarding body requirements. It applies to all qualifications delivered and is implemented by assessors, internal verifiers (IVs), and curriculum staff.

Our internal verification process operates across three distinct stages:

- Stage 1: Pre-delivery
- Stage 2: During delivery
- Stage 3: Post-delivery

Some post-delivery review and pre-delivery planning activities may overlap.

2. Roles and Responsibilities Assessors

- Participate in standardisation and internal verification activities
- Use appropriate, verified assessment instruments that meet requirements of the unit specification
- Assess learner evidence against national standards
- Apply the standards of assessment uniformly and consistently
- Maintain accurate and timely assessment records

Internal Verifiers (IVs)

- Lead or participate in standardisation activities
- Verify assessment instruments and assessor decisions
- Work collaboratively with the Curriculum Manager to discuss and agree sample size selection and rationale
- Conduct sampling of candidate evidence in line with the agreed sampling strategy
- Provide feedback to assessors, supporting standardisation and assessor development
- Record and report verification activity and outcomes
- Provide a second opinion where required, for example in appeals or in cases of malpractice

Curriculum Managers

- Ensure that Internal Verification is planned, implemented and reviewed
- Lead curriculum teams to ensure that standardisation of the assessment process takes place, and that feedback from internal and external quality assurance activity is reviewed and acted upon
- Provide oversight of sampling decisions, including sample size selection.

Curriculum Teams

- All staff involved in the assessment and verification process must declare any conflict of interest as stated in the Conflict of Interest in Assessment policy.
- To ensure the integrity and independence of the internal verification process, under no circumstances should an internal verifier verify their own assessment judgements or any assessments they have devised. Where an internal verifier is also undertaking assessment of a unit that is scheduled for verification, the course team must ensure that an alternative internal verifier is assigned to provide independent verification for that cohort.

3. Stage 1 – Pre-Delivery

Pre-delivery verification ensures that assessment planning is robust and that all assessment instruments are valid, current, and fit for purpose before use.

3.1 Verification of Assessment Instruments

All assessment instruments, including those devised by the college and those published by an awarding body, are reviewed by an Internal Verifier prior to use. Verification confirms:

- alignment to the relevant qualification standards and outcomes
- validity of assessment decisions
- currency and relevance of content
- fitness for purpose
- clarity of instructions for learners and assessors
- equality, accessibility, and fairness

3.2 Prior Verification by Qualifications Scotland

Where appropriate, following internal verification, it is recommended that college devised assessments are submitted to Qualifications Scotland for prior verification before use. To request that an internally verified assessment instrument is submitted to Qualifications Scotland for prior verification, the assessment should be emailed to the quality department at quality@glasgowkelvin.ac.uk along with the completed prior verification request form prior verification form. Records of submissions, approvals, and feedback are retained.

3.3 Assessor and IV Standardisation

Assessors and IVs collaborate to agree the assessment approach and participate in standardisation activities to ensure a shared understanding of national standards, regardless of whether assessments are devised within the college or published by an awarding body.

Standardisation activities may include:

- review of exemplar evidence and understanding standards guidance
- discussion of assessment criteria and thresholds
- analysis of previous verification feedback

3.4 Recording Pre-Assessment Activity

Pre-delivery verification decisions and standardisation outcomes are documented using internal verification and standardisation records.

3.5 Internal Verification Planning and Sampling Cycle

Internal verification will be planned and implemented over a three-year cycle, ensuring that all units delivered are subject to internal verification within this period. Units will be selected for verification using a risk-based approach, with priority given to higher-risk areas, including new assessors, new or revised units, previous verification concerns, or where units are selected for external verification. The three-year internal verification plan will be developed and maintained by the Curriculum Manager and will be subject to ongoing review to ensure it remains responsive to emerging risks and changes in delivery.

4. Stage 2 – During Delivery /Assessment

During delivery and assessment verification confirms that assessment decisions are being applied consistently and accurately while assessment is ongoing.

4.1 Internal Verification of Learner Evidence

Internal verification of assessment decisions takes place throughout the assessment cycle and before final certification claims are made. IVs review assessor judgements against the required standards and provide developmental feedback where necessary.

4.2 Assessor and IV Meetings

Scheduled assessor and IV meetings take place at key points in the assessment cycle. Meetings are used to:

- review progress
- resolve assessment queries
- discuss verification outcomes
- share good practice

Minutes and action points are formally recorded and retained.

4.3 Recording Standardisation Activities

All standardisation discussions and outcomes during assessment are documented. Records demonstrate how consistency has been maintained across assessors, learner cohorts, and delivery locations.

4.4 Minimising the Risk of Plagiarism

Learners receive clear guidance on plagiarism and authenticity requirements. Assessors use.

Appropriate measure to ensure evidence is the candidate's own work, including:

- supervised assessment where appropriate
- questioning and professional discussion
- use of plagiarism detection tools where relevant

4.5 Documentation and Record Retention

Assessors and verifiers use agreed documentation to record:

- assessment decisions
- internal verification activity
- feedback to assessors

Candidate authenticity declarations and all assessment and internal verification records are securely retained in line with awarding body requirements.

5. Sampling Learner Evidence

5.1 Sampling Strategy

Internal Verification sampling is planned and risk-based to ensure confidence in assessment decisions across all delivery areas. Curriculum teams will agree on sampling strategies pre-delivery.

5.2 Sample Size

The minimum sampling requirement is 25% of each learner cohort and must include evidence from all assessors. Where practicable, sampling should reflect the full range of assessment decisions, including pass, borderline, and fail outcomes.

Sample size should be determined using a risk-based and proportionate approach. For smaller cohorts, a higher proportion of candidate evidence should be sampled to ensure sufficient confidence in the reliability and consistency of assessment decisions. Guidance is shown in Table 1 below:

Cohort size	Sample size from each learner cohort
1-4 learners	100% sampling
4-10 learners	Minimum 4 learners
11+ learners	25% (minimum 4 learners)

Where risk factors are identified, the sample size should be increased accordingly. In higher-risk situations enhanced sampling, including, where justified, 100% sampling, should be undertaken to ensure confidence in assessment decisions and compliance with Qualifications Scotland requirements. Guidance on the sampling approach is shown in Table 2.

Table 2: Sampling approach in response to risk factors.

Risk Level	Example	Sampling Approach
Low	Experienced assessor; well established unit	Sample 25% of learners (minimum of four learners)
Medium	Assessor is experienced but using an unfamiliar assessment method (e.g. practical observation, portfolio-based evidence)	Sample 30 -50% of learners. Increase sampling if any issues are encountered
High	First delivery within department, or where previous issues were identified	Minimum 50% sampling required. Increase to 100% if initial sampling identifies issues. Sampling can be decreased once confidence is established.
Very high	Serious issues have been identified	100% sampling required until confidence is fully established

The sampling approach should be discussed and agreed collaboratively by the Internal Verifier and the Curriculum Manager. The Internal Verifier should record a clear rationale for the sample size selected on the Internal Verification Record of Sampling form. This rationale must include:

- justification for the chosen sample size
- risk factors considered when determining the sample; and
- any subsequent amendments made to the sample size, with reasons

5.3 Timing of Sampling

Sampling takes place:

- early in the assessment cycle for new or revised qualifications
- at interim points where appropriate for ongoing delivery
- prior to final certification claims

5.4 Risk-Based Considerations

Sampling decisions take account of:

- new or inexperienced assessors or IVs
- new or revised qualifications
- revised assessment instruments
- outcomes of previous internal or external verification
- nature of assessment methods
- delivery location and mode (e.g. remote or workplace based)

Sampling outcomes are fully documented. After completing all sections of the sampling form, the internal verifier is responsible for sending a copy to the assessor(s) and curriculum manager. The curriculum manager is responsible for forwarding this record to the Quality mailbox (quality@glasgowkelvin.ac.uk).

6. Stage 3 - Post-Delivery

Post-delivery review is the final stage of internal verification and ensures continuous improvement and ongoing compliance.

6.1 Review of Assessment and Verification Processes

Internal verification and assessment processes are reviewed following assessment cycles. Reflection on these processes create a feedback loop to aid improved delivery. Assessors and internal verifiers collaborate to review the delivery and assessment approach, judgements and approaches.

Discussions may include:

- effectiveness of assessment instruments
- consistency of assessor decisions
- effectiveness of verification and standardisation activities
- reflection on the internal verification process, including sampling

6.2 Recording and Implementing Improvements

Outcomes of reviews are formally agreed and recorded, including:

- actions for improvement
- staff development requirements
- updates to assessment or verification procedures

Actions are monitored by the curriculum manager, ensuring completion.

6.3 Rolling Assessment Programmes

Where assessments operate on a rolling basis, post-assessment review findings inform immediate pre-assessment planning, ensuring a continuous and responsive quality assurance cycle.

7. Monitoring and Review of This Procedure

This Internal Verification Policy and Procedure is reviewed regularly for effectiveness and revised as required by changes to awarding body requirements. Updates are communicated to assessment and verification staff by the Quality Enhancement and Assurance team.

8. Internal Verification Policy and Procedures Summary

Glasgow Kelvin College Internal Verification (IV) Policy and Procedures are in line with the requirements of all of our awarding bodies. These awarding bodies require that the College operate an effective internal quality assurance system, which assesses all candidates accurately, fairly and consistently to national standards. Internal verification occurs before and during delivery of assessment.

Verification is a crucial element of the quality assurance and enhancement process. It ensures that all candidates, entered for the same qualification, are assessed fairly and consistently to the specified standard to maintain national standards.

8.1 The purpose of internal verification

The majority of qualifications delivered by the College are “internally assessed.” The College has adopted a “team” approach to internal verification. The purpose of internal verification is to ensure the following:

Assessor(s):

- ensure that assessments are valid, reliable, practicable, equitable and fair
- ensure that internal assessment is conducted by using appropriate assessment instruments
- apply the standards of assessment uniformly and consistently
- judge if learners have met the national standards for the qualification
- ensure that learners are made aware of assessment decisions’ appeals process

Internal Verifier(s) or curriculum team ensure that **assessments** are:

- appropriately administered and that any possibility of non-compliance is minimised
- valid for each qualification
- capable of generating sufficient evidence to demonstrate that national standards have been met
- sampled for external or internal verification
- reviewed to ensure validity:
[Internal Verification of the Assessment Instrument or Reassessment](#)
- Prior verified (where appropriate):
[Qualifications Scotland HN and NQ Units Prior Verification Request Form](#)
[Internal Prior Verification of Assessment Record](#)

Internal Verifier or curriculum team ensure that **assessors**:

- are familiar with the required national standard
- are using the most up-to-date unit pack [Annual Verification of Unit Pack](#)
- reach accurate and consistent decisions for the same qualification for all candidates in line with the required national standards
- are given appropriate support [Teaching Pack Induction](#)
- participate in standardisation meetings [Standardisation Meeting Template to agree on Assessment and Marking Decisions](#)

8.2 Internal Verification Procedures Flowchart

The Curriculum Team will conduct: Annual Verification of Unit Pack				
Refer to the Faculty IV cycle, or if selected for external verification, use Internal Verification Sampling Form				
Pre-Delivery Meeting Record				
Pre-Delivery:	The Curriculum Team will conduct pre-delivery checks: Annual Verification of Unit Pack	Pre-delivery discussions are recorded. Pre-Delivery Meeting Record	If the new assessment has been devised. Internal Verification of the Assessment Instrument or Reassessment	If teaching for the 1st time/ new lecturer Teaching Pack Induction
During Delivery				
During the assessment process staff delivering and the internal verifier will use Standardisation Meeting Template to Agree on Assessment and Marking Decisions				
Assessor and IV meetings take place. Actions are recorded.				
Post Delivery Review Record				
Post Delivery:	Curriculum Teams review the learning teaching assessment and verification process, recording actions/decisions on the Post Delivery Review Record.			

Send completed forms to quality@glasgowkelvin.ac.uk

For further details on roles and responsibilities, refer to [Quality Enhancement Handbook](#)