**Bodmin College**

**Internal Verification Policy**

**Aim:** To ensure that internal verification is valid, reliable and covers all assessors and programme activity.

To ensure that the IV procedure is open, fair and free from bias and to ensure that there is accurate and detailed recording of IV decisions.

In order to do this, the centre will:

• Ensure that all centre assessment instruments are verified as fit for purpose.

• Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standards and NSS requirements.

• Plan an annual internal verification schedule, linked to assignment plans.

• Define, maintain, and support effective internal verification roles.

• Ensure that identified staff will maintain secure records of all internal verification activity.

• Brief and train staff of the requirements for current internal verification procedures.

• Promote internal verification as a developmental process between staff.

• Provide standardised IV documentation

• Use the outcome of internal verification to enhance future assessment practice.

This policy will be reviewed every 12months by the programme manager.