



TUI policy on Internal Verification

Internal verification is the “*process by which the provider’s assessment policies and procedures are checked by the provider itself*”. It is a matter for each centre/college/VEC Scheme (hereafter referred to as ‘centre’) to invite members to participate, as internal verifiers, in this process. Internal verification is new work which is fully reckonable, in respect of the additional 33-hour requirement, in accordance with Appendix 1 of the Public Service Agreement (Croke Park Agreement). TUI members should note that this process does not involve any form of moderation of individual learner portfolios/examinations.

A centre’s approach to internal verification derives from the assessment policies and procedures set down in the centre’s QA Agreement, as agreed with FETAC (QQAII). A meeting for all teaching staff involved in the delivery of programmes leading to FETAC awards should take place at the commencement of each school year with a view to briefing staff on the centre’s own assessment policies and procedures. A separate briefing session should also take place, specifically for internal verifiers, setting out the procedures which should be followed in the centre throughout the year. Such meetings, of themselves, are also reckonable for the purposes of fulfilling the 33 hours.

Internal verification comprises a number of sequential stages which may be summarised as follows:

1. Verification of adherence to the centre’s QA assessment procedures
2. Verification of the availability of assessment results and evidence for all learners
3. Detailed verification of learner evidence by sampling
4. Internal verifiers’ reports
5. Corrective action

1. Stage One

The internal verifier will verify the availability of the following documentation for each minor award:

- Provisional results sheet/report
- Examination timetable
- Assessment plan for each minor award (where applicable)
- Component specification/module descriptor for each minor award
- For each component of a minor award;
 - evidence of assessment brief
 - examination papers (where applicable)
 - marking schemes
 - outline solutions (where applicable)

2. Stage Two

While aspects of the verification of the assessment results and evidence for all learners are fulfilled on an ongoing basis throughout the year, the bulk of the work of internal verifiers will take place at the end of the assessment period. Internal verifiers are expected to have regard to the specific procedures set down in the centre's B6 QA Agreement. The internal verifier is required to confirm that each of the following is *available*:

- A portfolio of assessment evidence for each learner
- An entry in the provisional results sheet/report for each learner

The process is simply a process of confirmation of the *availability* of a portfolios and entries in the results sheet/report for each learner for each minor award. It does not involve a scrutiny of, or counting of, individual assessment items.

3. Stage Three

This stage entails detailed verification of learner evidence and results by way of sampling. The recommended sample size is based on the formula $\sqrt{n} + 1$ (where n is the total number of assessment portfolios), as per the table below:

Learner group	Sample size
0 – 12	Sample all
13 – 143	12
144 – 168	13
169 – 195	14
Etc.	$\sqrt{n} + 1$

Where verification is undertaken per minor award, between 3 and 4 hours (depending on the number of components) is required for the verification process, based on a sample of 12 learners. i.e. 12 portfolios x 3 pieces of assessment x 15* minutes = 3 hours.

Where verification is undertaken per major award and the learner sample is 12 learners – and based on an award comprising 8 modules and an average of 3 pieces of assessment per learner - the total number of pieces of assessment to be verified is 288. Based on research conducted by the TUI this work requires between 24 and 32 hours.

4. Stage Four

This stage comprises a checklist, supported by a report. It is not possible to quantify the time which may need to be devoted to the generation of this report, where issues/ discrepancies arise.

5. Stage Five

This stage entails corrective action, if necessary, arising from the internal verifier's report at Stage 4. Depending on the nature of omissions or defects that may be identified at Stage 4, an additional amount of time is required for the implementation of any corrective measures required. This could lead to a re-visiting of an earlier stage of the internal verification process. The time allowed and timetabling for Stage 5 and any re-visiting of the other stages has to be adequate in order to ensure the completion of all stages of the internal verification process.

*TUI has established, through application of the verification requirements in practice, that this requires a minimum of 15 minutes for awards comprising the fewest components and a minimum of 20 minutes per portfolio for awards comprising four components or more.