

F INTERNAL VERIFICATION OF QUALIFICATIONS SCOTLAND PROVISION

- F.1 For provision at SCQF Level 7 and above, the university is treated as one Centre by Qualifications Scotland (QS). Assessment within the Centre should be effectively quality assured to ensure that consistent and accurate standards are being applied and maintained. Verification focuses on:
- the validity of assessment instruments
 - the reliability of assessment decisions
 - the practicability of applying assessment instruments
 - the consistency of the quality of assessment practices within centres over time.
- F.2 Verification should therefore be carried out across the entire Centre (the university) and use of a commonly understood framework of shared systems and forms will facilitate this process.
- F.3 The IV system proposed here should be regarded as a set of tools which can be used in a variety of different structures and situations. The forms follow a logical format and define the activities to be undertaken.
- F.4 They are designed to work at university level (cross network) and at academic partner (AP) level. To this end, the university logo is in the top left hand corner and a space for the insertion of the academic partner logo is in the top right hand corner.

THE FORMS

- F.5 ***Academic Partners have agreed to use the same forms.*** The purpose of the forms is as follows:

IV 1

- F.6 This is the record of the first meeting of the session, held between assessors and internal verifiers within a cognate area.
- F.7 The form provides an agenda for the 'team' (those working together to deliver, assess and verify a group of QS units) to review what happened in the previous year and to plan activities and responsibilities for the coming year.
- F.8 In the review section of the meeting, any issues which arose in the previous session should be considered. In future years, these will have been recorded on Forms IV2 and IV3 and issues arising from EV reports will be noted on Form IV6. In the first year of operating this system academic partners will have had their own methods of recording this information.
- F.9 In the planning section, it is necessary to know which units are to be offered and to confirm that all the necessary pre-delivery checks have been carried out. (Pre-delivery checks are recorded on Form IV4). The next step is to decide which units will be sampled. This decision is made following a risk assessment and the decision is recorded on Form IV4. It is necessary to collate this information for monitoring purposes – on Form IV2.
- F.10 Agreeing who will do what and ensuring that everyone is familiar with the procedures is the responsibility of the IV Coordinator.

IV 2

- F.11 This form is used to provide an overview of the verification process. It records the sampling decisions made at the IV1 meeting and is also used to check that the sampling is carried out.
- F.12 Units can be sampled at university or at college level, whichever is most appropriate – as indicated on the IV4 form.

IV 3

- F.13 It is desirable for regular meetings to be held between assessors and verifiers. However, it is not always possible, particularly for networked delivery. This form is for recording any issues (which may or may not require action) which arise during assessment or verification. The details can be e-mailed across the network (if appropriate), they can be the results of a face to face or VC meeting, or may be added as an aide-memoire by an individual. The purpose is to share the issues which arise in order to take them into account for the next delivery when the team can work together on the solution.

IV 4

- F.14 There should be a completed IV4 for each unit. Staff responsible for the unit are recorded here. The form is a pre-delivery check (Section A) and a risk assessment for sampling purposes (Section B). If the answer to any questions in section B is 'yes' the unit should be sampled. Follow the guidance on sampling and complete form IV5 at the appropriate time.
- F.15 Correct use of this form will identify the units which have to be sampled. The amount of sampling to be undertaken should be determined on a risk-assessment basis. The amount required will change over time and in changing situations.
- F.16 The guidance on sample size on the following page is just that – guidance. Practicalities, knowledge of the cognate area and levels of confidence must also be taken into account.

IV 5

- F.17 The outcome of sampling is recorded on Form IV5.

IV 6

- F.18 This is used, where appropriate, to record actions to be taken as a result of an EV report. It can also be used to record good practice identified and to consider how to disseminate it.

GUIDANCE ON SAMPLING

- F.19 Candidate evidence should be sampled if:
- the unit is new
 - the assessment instruments have been revised
 - the marking schemes or sample answers have been revised
 - there are new assessors
 - there is a new mode of delivery
 - there were problems in the previous year
 - it is time for periodic review (i.e. once every 4 years if nothing else changes).

- F.20 Sampling must be done at a time when corrective action – if necessary – is still possible. This means there is very little point doing it when the students have already left. If a new assessor is involved, it makes sense to sample their marking as early as possible. This would normally be at local, academic partner level. This is a support mechanism for new assessors and a fundamental aid to quality assurance.
- F.21 Across the university, the fairly accepted ‘square root + one’ guidance on the number to be sampled may not be realistic. Instead, the following would be sufficient for risk assessment purposes, provided that the candidate sample is randomly selected and not selected by the delivering AP and the sample is widened if problems are encountered.

Reason	Suggested sample
It is a new unit	The work of a minimum of 2 candidates (max. 5) from each delivering AP
Assessment instruments have been revised	The work of a minimum of 2 candidates (max. 5) from each delivering AP
Revised marking schemes or sample answers	The work of a minimum of 2 candidates (max. 5) from each delivering AP
There are new assessors	The work of 3 candidates from each new assessor
There is a new mode of delivery	The work of 2 candidates from each new mode of delivery (in each AP, if applicable)
There were problems last year	The work of a minimum of 2 candidates (max. 5) from each AP where problems were identified
It is time for periodic review	The work of 3 candidates from each delivering AP

Table 1: Guidance on sampling

- F.22 The actual numbers to be sampled should be agreed within the team. Higher numbers should be sampled until confidence about standards is established across the team.

GRADED UNITS

- F.23 Graded Units should be internally verified before being sent to QS for external verification. The sample size should be proportionate to the number of candidates in each partner and the entire sample should be verified before sending to QS.
- F.24 The forms and sampling guidance should be used but there will also be an administrative role involved in gathering all the evidence to be sent to QS for external verification.