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**Internal Verification Policy**

Version: 1.0

**Purpose**

Internal Verification is a quality assurance process which assures the assessment against the HND unit grading criteria and those assignments are fit for purpose.

Internal Verification result are also provided for external verification process done by Pearson which used to check centre assignments and assessment against national standards.

This policy aim to ensure the standardised and effective internal verification process in Myanmar Creative Technology College. internal verification is promoted as a developmental process between staff . All internal verification roles are defined, maintained and supported effectively.

**Scope**

BTEC Management , Academic Board , Students

**Definition**

**Internal Verification:** a process of professional engagement by College staff to demonstrate that the grades awarded are accurate, appropriate and consistent to ensure parity of standards

**Pearson/External Verification:** a process of objective engagement by experienced academic peers (external examiners), independent of the College, to ensure that the level of achievement of students reflects the required academic standards and is comparable to similar programmes provided by the relevant awarding body

**Internal Verifier:** Undertakes internal verification, covering all Assessors and all units, in line with the internal verification plan.

**Policy**

**Internal Verification Process**

Internal verification, or quality assurance of assessment, is part of an overall quality system at Myanmar Creative Technology College

* Internal verification process has two components. One focuses on **internal verification/review of assessment brief** whilst the other is concerned with **accuracy and consistency of the assessors’ judgements** on student work.
* Internal verifier must ensure that every learner’s work is internally verified at least once during the course of study. [*Please refers to IV Sampling Plan.*](https://static.wixstatic.com/ugd/c96ee6_1855d3913d904ac9aedd09bccc094d51.xlsx)
* Records of the internal verification activities for assessment decisions must be maintained and made available to the Chief Internal Verifiers or Head of Quality Assurance.

[Internal Verification of Assessment Form](https://static.wixstatic.com/ugd/c96ee6_0f8ba9bd3fbe40bab87f851f562c0f58.docx)

**External Verification Process**

Quality Nominee will be the initial point of contact for the Standards/External Verifier (EE) and will liaise with appropriate practitioners and internal verifiers, to ensure that the External Verifier (EE) is able to carry out their role.

External Verifier (EE) will be provided with:

* The required samples of student work
* Assessment records for the student work sampled
* Assignment briefs for the units identified
* Internal verification records for the assignment briefs
* Internal verification records for student work

**Detail Procedure**

* An internal verifier for each principal subject area is identified
* Each internal verifier oversees effective internal verification systems within each principal subject area
* Student service and management staff are briefed and trained in the requirements for current internal verification procedures
* All centre assessment instruments are verified as fit for purpose
* An annual internal verification schedule, linked to assessment plans, is in place (Available [Here](https://static.wixstatic.com/ugd/c96ee6_c738407c729f4bfbba05a94942718702.xlsx))
* An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements (Internal Verification Form format is Available [Here](https://static.wixstatic.com/ugd/c96ee6_0f8ba9bd3fbe40bab87f851f562c0f58.docx))
* Secure records of all internal verification activity are maintained
* The outcome of internal verification is used to enhance future assessment practice.

**Internal Verification Policy**

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| Person Responsible | Academic Head , Lead Internal Verifier , Internal Verifier ,Programme Leader , Assessors  |
| Approval Date |  |
| Version Number | 1.0 |
| Approved by  | CEO |
| Date of next formal review  |  |
| Status |  |