# **Approved Centre /PEARSON**

# **CENTRE NUMBER : 91929**

**Internal Verification Best Practice updated 21/01/2020**

**INTERNAL VERIFICATION** can be undertaken in a number of ways, but it should be recognized and supported consistently across the Centre as per the following recommended Best Practices:

• There is a recognized **Team of Internal Verifiers**, who meet regularly to ensure standardization of procedures. All meetings are recorded and kept on file.

• There is an **Internal HTU Verification policy in place**  which promotes a rigorous commitment to quality improvement. HTU/Pearson policies are available for faculty and staff to access as a soft and hard copies.

• Internal verification processes are **agreed and communicated** so that they are clearly understood by all members of delivery teams.

• **BTEC** internal **verification forms are standardized** ( ***Key IV templates***) across the Centre. The Quality Nominee secures an easy access, and notifies immediately of any changes.

**• Internal Verification Schedules** are drawn up in alignment with the academic teams and their assessment planning to ensure timely implementation of the process. The IV schedules and deadlines are drawn in accordance with the Annual Academic Calendar approved by the **Dean’s Council.**

* Assessors are involved in the internal verification process.
* The LIV makes sure that internal verification is thorough, accurate and IV decisions are correct, by conducting random sampling.
* LIV’s follow agreed upon policies for resubmission, repeat-Unit, Discontinue, Appeals and grade change within the allocated deadlines. All decisions regarding the above are communicated to the Quality Nominee.

• **Standardization meetings** are seen as pivotal staff development. Minutes of meetings, and e-mail communications of such meetings are to be kept on file.

* The Quality Assurance Office creates a **network of QA officers** across all schools to follow up on the update of Course and IV folders, and obtain the student work in a timely manner for filing in the IV Record Room.
* At the end of each semester the Assessment Board/s meet to Monitor & Evaluate students’ results, identify challenges and mutually agree on solutions for improvement. All meetings and outcomes are recorded.
* **Generic Orientations** and support are provided by the QA Office for new Faculty each semester, followed by Peer to peer mentoring.
* **To facilitate standardization, the QA Office together with the IT initiated the set up of a Pearson Web hub.**