

DeGesh School of Entrepreneurship

Internal Quality Assurance Policy

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| Policy Review Date | 30/01/2025 |
| Next Review Date | 29/01/2026 |

1. Introduction to Internal Verification

Internal verification is the process through which **DeGesh School of Entrepreneurship (DSE)** ensures that all assignments are marked in a consistent manner and assessors receive feedback, in order to further improve their assessment practice and judgements. **DSE** seeks to ensure that the requirements of the awarding bodies (Focus Award, TQUK and OTHM) are met. **DSE** is committed to the effective internal verification of all courses provided and in particular that assessors make judgements on whether the learner demonstrates achievement of the Learning Outcomes (LOs) at the standards specified by the assessment criteria. Appropriate systems are in place with all lecturers, markers and internal verifiers receiving effective training and standardisation to ensure there is a consistency in standards. Assignments will initially be marked by an approved **DSE's** marker and then a minimum of **10% of all assignments marked will be Internally Verified**. In the case that a number of assignments submitted by a student is not divisible by 10, **DSE** will internally verify the closest amount to 10% as possible. For example a student submits only one assignment so one assignment will be internally verified, or a student submits eight assignments in which case one will be internally verified.

This process is important because:

- It ensures that internal assessment is completed in line with Awarding Body requirements.
- It ensures that all markers are supported through the evaluation and validation process.
- It ensures that all markers are consistent in their approach to marking, making it fair and reliable.
- It reduces the likelihood of any adjustments at the External Verification stage

All markers/assessors working with **DSE** will act as Internal Verifier as and when needed. All markers/assessors will have feedback and their judgements will have been internally verified in order to ascertain they are marking at the correct level. When selecting a new marker/assessor **DSE** will ensure that any marking performed by the new marker/assessor will be internally verified at a higher rate of 25%, of all assignments marked, for a period of 1 month. This will help to ensure that the judgements are valid and appropriate feedback is provided..

2. Assessment Procedure

Markers will follow the Awarding Body's marking guidance when completing the marking process. Students will receive a Pass/Merit/Distinction or Fail for the assignment, according to the marker's judgement.

The marker will complete the Assignment Front Sheet and may annotate the student's assignment if they wish. Feedback to candidates will be constructive and developmental and will be directly related to the basis for the assessment namely the LOs and the associated AC. Feedback will not be generalised so the learner is unclear why he/she has succeeded or where there is room for improvement. However the assessor feedback will not disclose specific elements of the marking scheme.

The marking process will be completed within 10 working days of the assignment being submitted. Internal Verification will proceed when a student has completed all assignments included on their course and will be completed within 10 working days of submission.

The marking process will comply with the provisions outlined in the Appeals procedure and Malpractice policies of **DSE**.

All data provided by the Internal Verifier will be collected and held by **DSE** for future reference.

3. Role of the Internal Verifier

Internal Verification will be carried out by an appropriate member of staff, who will have the necessary experience and/or training in relation to the carrying out of moderation activities. This is an independent role as they cannot act as Marker and Internal Moderator.

The internal Verifier will be responsible for:

- Ensuring the consistent application of criteria and standards.
- Identifying areas of good practice.
- Providing advice to markers of what constitutes good practice.
- Forming part of the appeals procedure when an assessment is questioned by a candidate.
- Confirming instances of plagiarism and collusion or malpractice.
- Maintaining consistency of assessment practices.
- Receiving feedback from External Verifier in order to ensure the centre

understands what is needed to effect improvements and actions all the tasks provided.

- Providing **DSE** with copies of all records and documentation as required.

4. Quality Assurance Procedures for Internal Verification

Quality Assurance Aspects of Internal Verification will principally

involve the following:

- Verifying assignment grades through the sampling of markers' judgements and feedback. In most cases this will be determined by **DSE** but the Awarding Body may wish to review the Internal Verification, at which point it will be provided access.
- A spread of grades should be moderated to reflect the full range of markers decisions. Assignments should be sampled from different students.
- Accurate and clear record keeping using Internal Verification Document
- An example document is provided below.

Internal Verification Form

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| Qualification Title: | |
| Module Title: | |
| Assessment Name (where appropriate) | |

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|------------------|--|--------------------|--|
| Learner Name | | Learner ID number | |
| Name of Assessor | | Date of Assessment | |

FOR USE BY Assessor (Marking of Learners work)

LO1 (Completed, Partly completed, Incomplete)

Feedback:

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LO2 (Completed, Partly completed, Incomplete)

Feedback:

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LO3 (Completed, Partly completed, Incomplete).

Feedback:

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FOR USE BY INTERNAL VERIFIER – Verification of learner work

Is the feedback to the learner linked to achievement of LOs and the assessment criteria?

Provide evidence for your judgement.

**Has the work been assessed to the correct standards as stated by the Additional criteria's (ACs)?
Is achievement of the LO secure?**

Provide evidence for your judgement.

Is the feedback to the learner detailed so they understand what has been achieved and the areas for improvement?

Provide evidence for your judgement.

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| Any further action required by the student? | | | |
| Confirmation of actions completed | | Assessor Name and Signature | |
| Date | | Internal Verifier Name and Signature | |