

Date written /reviewed:	20 th May 2026 (reviewed)	
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Board approval:	Date:	22 nd May 2023
	Signed:	
	Position:	Trustee
Review due by:	20 th May 2027	
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Substantive changes since last review:	N/A	

Scope

An effective Internal Verification system ensures assessment practices and decisions are regularly reviewed and evaluated to ensure the validity of the award of credit.

Role of Internal Verifier (IV)

The IV has responsibility for assessing the validity and fitness for purpose of internally set assessment activities and verifying the accuracy of assessment decisions. Within this, IVs are expected to provide feedback on their findings to tutors and assessors to inform future practice and to keep records of internal verification that has taken place.

Internal verification procedures are a key part of the quality assurance processes used to ensure suitability, consistency and accuracy in assessment across the organisation.

Model of Internal Verification

Acorn AP's Director of Operations will co-ordinate the internal verification process. Each Acorn Centre will have at least one member of staff that is the designated tutor/assessor for a particular subject or unit of work. This person will receive initial training by the Director of Operations (who has received training from the relevant Awarding Bodies), and annual refresher training during standardisation and IV feedback meetings.

Acorn AP operates a 'Hub and Spoke' model, with the Head Office in Bradford being the hub and each Centre as spokes.

All administration and quality assurance is co-ordinated centrally by the Director of Operations. Acorn AP employs an Internal Verifier on a sessional basis, who carries out the Internal Verification of assessments taken across all Acorn Centres, under the direction of the Director of Operations. The Director of Operations plans and oversees Internal Verification and Observation in line with awarding body requirements. Acorn AP's Director of Services assists by periodically (termly) observing teaching, meeting learners, assessing the quality of feedback given to learners and spot-checking Controlled Assessment Procedures in spoke centres. Heads of Centre liaise with the Director of Operations regarding assessments requiring observation and requests for Reasonable Adjustments.

Named staff in spoke centres are designated Tutors/Assessors. They are responsible for the delivery of the qualification and for carrying out assessments in line with any awarding bodies and Acorn's processes and requirements. All Tutors/Assessors take part in training and where relevant, standardisation events under the guidance of the Director of Operations. They take part in marking and training activities and share good practice with staff from all other centres.

All internal verification will be overseen at Acorn AP Head Office National Support Centre by the Director of Operations. As each centre becomes more proficient in their assessment, and through training and experience gained, there will be a sliding scale of sampling.

Planning Internal Verification

Dates for assessments will be set in advance and will feed into planning for Internal Verification.

IV strategy

The table below identifies the % sampling of student assessments from Centres. As centres become proficient in delivery and assessment, then the % will drop to the lower end of the required level set by the Awarding body. However, the sampling % for each centre will be constantly reviewed and re-adjusted if necessary. The strategy for internal verification will be as follows:

	Submission 1	Submission 2	Submission 3 onwards
New centres	25%	20%	10%
New Heads of Centre/assessors	25%	20%	10%
New assessors line managed by experienced Heads of Centre	25%	20%	10%
Experienced Heads of Centre/assessors	25%	20%	10%

Sampling assessments

Sampling assessments will review the quality of Assessors' judgements and make adjustments where necessary, providing feedback to the assessor for future submissions. It will help ensure the validity and accuracy of assessment decisions. Where sampling identifies problems with assessment that could indicate a potential pattern, the Internal Verifier will increase the sample to include further submissions by

the same assessor in that subject and level.

Sampling strategy

The IV will:

- Ensure the sample covers an appropriate cross section of all Centres, tutor/assessors, subjects, components (in English), levels and papers, in order that any reoccurring inconsistencies are picked up.
- Ensure the sample includes any assessments where a conflict of interest has been identified or where the outcome is considered borderline.
- Where inconsistencies are evident, expand the sample to view additional assessments to allow them to establish whether the discrepancy is an isolated case or if it exists within an entire unit/class/cohort.
- Sample a larger group, where assessors/tutors are inexperienced
- Feedback to assessors on the accuracy of their assessment decisions, including clearly outlining any changes they have made to the marks awarded.
- Ensure that the sample takes into account the following:
 - The size of sample needed to ensure reliability
 - Reasonable adjustments
 - Issues arising from previous verification

Internal standardisation

Internal Standardisation and training and general feedback will take place where required. It is mandatory for all Tutors/Assessors delivering units to attend these events.

Based on outcomes from recent internal and external verification activity, the Director of Operations will select appropriate themes that will be the focus of training and/or standardisation. Tutors/assessors will engage in 2nd Marking and training activities, designed to increase consistency and raise standards of teaching and assessment in all centres.

Feedback from External Verifiers and awarding bodies/Ofqual Examination Reports will be shared and actions set to address any inconsistencies.

Record keeping

All records relating to Learner Registration and the IV process will be made available to relevant Awarding Body External Verifiers and Quality Reviewers as required.

Centres and individual tutors/assessors are encouraged to retain IV feedback forms for their own use and improvement of standards in their centre. The Director of Operations keeps records of all IV activity and copies of all feedback forms centrally at the Head Office hub.

Assessment records will be kept for a minimum of 3 years with learner registration and achievement data being kept for a minimum of 7 years as per the Recognised Centres Agreement.

Developing and Supporting Assessors

The Director of Operations will ensure that all the Assessors have copies of recording documentation, are

aware of the Internal Verification process and understand their role in it. The Director of Operations will provide assistance and advice to assessors about candidates with special assessment needs. As part of their induction, any new members of staff with responsibility for Assessing will receive an appropriate level of induction. The Director of Operations and Director of Services will ensure that any development needs, including professional and vocational CPD will be discussed with relevant line managers.

Managing the Quality of Delivery

The Director of Operations provides a quality assurance role within the organisation by ensuring that assessment and internal verification documents are completed correctly, according to the procedures, and are filed appropriately.

All candidate assessment records; records of internal verification activity (including records of meetings) and records of certificates claimed, will be retained for three years and made available to the regulatory authorities upon request.

The Director of Operations will provide a link between the team of Assessors, The Internal Verifier, the External Quality Reviewer, and the Awarding body.