

12 April 2023

Doc_036_23

Internal Verification

Policy and Procedure

Version History					
Title of Document	Internal Verification Policy and Procedure			Code	036_22
Access to Document <i>(Minimum list of document users to be notified upon release of document update)</i>	Internal Staff	Student & Academic Staff	Public	Category	Policy, Procedure
		✓	✓		
Revision History					
Version	Change Originator	Document Owner	Approver	Approval Date	Effective Date
1st release of document: Doc_036_v1	Quality Manager	Quality Manager	Director of Studies	23 March 2020	23 March 2020
	Details of Change	Not applicable			
Doc_036_v2	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Quality Manager	Quality Manager	Director of Studies	22 April 2020	22 April 2020
	Details of Change	Inclusion of Exam Brief			
Doc_036_v3	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Quality Manager	Operation Executive	Operation Executive and the Principal	21 December 2021	21 December 2021
	Details of Change	*Replaced title of Section 1 : Preamble by Rationale *Included sections: 1. Scope. 2. Definitions of terms. *Updated: 1. Minor amendments for clarification in the description of the IV policy. 2. Revisited and updated IV procedure.			
Version 4 Doc_036_22	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Quality Manager	Director Curriculum and Quality Assurance	The Principal	25 August 2022	25 August 2022
	Details of Change	Code includes year Modified definition of Assessment Tasks Minor amendments to enhance clarity Verification Sample size is established			
Version 5 Doc_036_23	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Director Curriculum and Quality Assurance	Director Curriculum and Quality Assurance	The Principal	12 April 2023	12 April 2023
	Details of Change	Document was reviewed and minor changes done to reflect the introduction of Assessment Cover Sheet.			

Instructions for Document Users

All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: <https://ideaeducation.com.mt/>

Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

Contents

1. Rationale.....	6
2. Scope.....	6
3. Definitions.....	6
4. The Internal Verification Policy	7
4.1 The purpose of this policy	7
4.2 The purpose of internal verification	7
5. The Internal Verification Procedure	8
5.1 Process 1: Internal Verification of Assessment Tasks	8
5.2 Process 2: Internal Verification of Assessment Decisions.....	9
5.3 Process 3: Programme Consistency.....	10
5.4 Resources required by the Internal Verifier.....	10
6. Supporting Documents.....	10

1. Rationale

The internal verification process establishes and maintains the quality of assessment. It ensures that the standard of assessment is fair, transparent, equitable and consistent across study programmes while maintaining the established national required standards. The process plays a key role in the overall continuous quality improvement process of the Academy.

2. Scope

Internal Verification applies to all programmes of study at IDEA Academy and is required for assessment when the assessment result contributes to the overall result for the study course.

3. Definitions

Assessment Process of a Module	This includes two processes: 1. Design of the Assessment Tasks 2. Assessment Decisions.
Assessment Tasks	The questions and/or activities assigned to the learner to assess the process of learning and the achievement of the learning outcomes; e.g., Ongoing tasks, Assignment Brief, Online Discussion Questions, Examinations.
Assessor	The person / lecturer responsible to evaluate the knowledge, skills and competencies demonstrated by the learner and to provide constructive and supportive feedback to the learner to ensure the learner understands what s/he needs to do to improve his/her achievements.
Internal Verifier	The person who is responsible to verify assessment tasks and assessment decisions.
The Assignment / Examination Brief	The Assignment / Examination Briefs of a module of a study programme is the document used to describe the assessment tasks and to inform the students what evidence they need to submit for assessment purposes. The Brief also includes other useful information e.g., deadlines, guidelines, assessment criteria, word count.
Verification	The checking of proposed assessment tasks and assessment decisions to ensure alignment with course specifications, the Academy's expectations, and national standards.

4. The Internal Verification Policy

4.1 The purpose of this policy

The purpose of this policy is to:

4.1.1 Support and elaborate the expectations of the Academy's learning and teaching philosophy, in particular the educative principles that:

- a. Learning activities and assessments are clearly aligned with the established programme learning outcomes; and
- b. Assessment procedures and practices are valid, fair, reliable and feasible.

4.1.2 Recognise the importance of an internal verification process for quality assurance and as a collegial process by which the Academy members develop, maintain, and monitor good practice in the assessment of students. An assessment supported by an internal verification process addresses the interests of key stakeholders: students, staff and partners and external stakeholders. Assessment seeks to assure all stakeholders that:

Good Assessment practices are being applied consistently across the Academy in all its programmes;

- a. Assessment design follows best assessment approaches and practices, are appropriate and reliable;
- b. Student performance is being properly, fairly, equitably, consistently and transparently judged across all students undertaking the same course of study; and
- c. Achievement by students as aligned to the expected standards and programme learning outcomes.

4.2 The purpose of internal verification

The purpose of internal verification is to:

4.2.1 Enhance and maintain the quality and reliability of the assessment process and to ensure that the established standards and requirements are met.

4.2.2 Provide a supportive check ensuring that:

- Assessment and grading are consistent across the programme;
- Assessment instruments (e.g., assignment/exam briefs, tasks, questions) are fit for purpose, enabling the student to produce evidence which meets the targeted learning outcomes;
- Assessment decisions accurately judge student evidence against the learning outcomes and feedback given by the assessor meets the required standards of providing support and guidance for improvement to the student; and
- It provides timely support to assessors throughout the different phases of assessment (pre-, during, post-) enhancing practices and investing in collegiality.

5. The Internal Verification Procedure

The Internal Verifier coordinates the internal verification process of the assessment process ensuring that all the required documents are available and that the process is scheduled within a feasible timeframe.

The Internal Verification includes three main processes:

5.1 Process 1: Internal Verification of Assessment Tasks

5.1.1 All assessment tasks are submitted by the lecturer for internal verification and appropriate changes made before being issued to students.

5.1.2 For the Written Assignments / Examinations Brief / Tasks:

- a) The lecturer fills in the coversheet and forwards the assessment tasks to the internal verifier.
- b) The Assignment coversheet includes the relevant information required from the lecturer:

- accurate module and programme details, clear deadlines;
- Type of task (individual, pair or group);
- word count.

- c) The cover sheet should accompany the assignment brief. The Assignment brief should:

- Clearly show how the assessment tasks address the Learning Outcomes.
- Make sure that the tasks are clearly outlined, giving guidelines and instructions that are clear and accessible.
- Indicate clearly what evidence is to be generated by the student.
- Indicate the allocated wordcount and marks for each task, and the division of marks for components within same task. *Wordcounts should reflect the load and the level of study (Refer to: Doc_136_22: IDEA Academy Lecturers' Guidelines).*
- Include the below reminder:

Students are to refer to guidelines stated in Document 069_22 Guidelines for the Presentation of Assignments, available on Canvas under IDEA Academy Policies, Documents and Forms.

- Include a contextualised rubric indicating marks and related criteria, making clear the evidence which needs to be submitted by the student.
- In case of Case Studies, include the case study as part of the brief or as a separate PDF

5.1.3 The internal verifier checks that the assessment tasks are fit for purpose and aligned to the established assessment criteria, and module specifications.

5.1.4 If any issues are identified by the internal verifier, these should be addressed by the lecturer prior to the issuing of the brief to students.

5.1.5 Following discussions between the lecturer and internal verifier, in cases where the lecturer does not agree with the internal verifier, a secondary verifier is identified before a final decision is taken by the Academy.

5.1.6 It is the responsibility of the internal verifier to issue assessment tasks.

5.2 Process 2: Internal Verification of Assessment Decisions

5.2.1 The Sample: The prescribed sample size is 10%. It is recommended that a well-constructed sample should consider:

- The size of the cohort.
- The full range of assessment decisions made: fail, pass (merit/credit), distinction whenever this is possible.

5.2.2 The Lecturer uploads the students' results on the Academy's Virtual Learning Platform, Canvas keeping the results hidden from students.

5.2.3 The Internal Verifier reviews a sample of the lecturer's decisions by checking:

- The work of the student against the assessment rubric and judge whether it has been assessed accurately.
- The feedback from the lecturer is accurate and supportive and linked to the assessment rubric.

5.2.3 If any inaccuracies are identified by the internal verifier, these are pointed out to the lecturer to be corrected by the lecturer prior to the results being made available to the students.

5.2.4 Following internal verification, if there are any assessment concerns, feedback is provided to the lecturer / assessor with any recommended actions to be applied to the whole cohort, when applicable, and not just the sampled students' work which was internally verified.

5.2.5 Following discussions between the lecturer and internal verifier, in cases where the lecturer does not agree with the internal verifier, a secondary verifier is identified before a final decision is taken by the Academy.

5.2.6 The internal verification process must take place and be concluded before students receive the result of their achievement and feedback.

5.2.7 Verification outcome is reported to the Operations Executive who has the responsibility to issue assessment results.

5.2.8 In cases of a student requesting for a revision of assessment decisions, an official request has to be made to the Director of Studies Support and the *Grievance Policy and Procedure will be triggered*.

Refer to: *Doc 008 Grievance Policy and Procedure*

5.3 Process 3: Programme Consistency

5.3.1 The internal verifier reviews the overall programme quality and that the established standards are met.

5.3.2 The internal verifier ensures fairness and consistency in the assessment decisions of all the units of a study programme.

5.4 Resources required by the Internal Verifier

- The Assignment / Exam Brief / Tasks
- Assessment Rubric
- Assessed Students' Work.
- Assessment Results

6. Supporting Documents

Doc_100_22 Assessment Policy and Procedure

Doc_037_22 Programme Regulations

IDEA Academy Limited

The Business Centre, 1, Triq Nikol, Mosta MST 1870

Tel: +356 2145 6310

<https://ideaeducation.com.mt/> | www.ideamalta.com

VAT Reg. No: MT 2498 4422 | **Co. Reg. No.:** C84813 | **MFHEA Licence No.:** 2014-FHI-015