Assessment and Internal Verification Policy

KBM Training & Recruitment Internal Verification (IV) Policy and Procedures are in line with the requirements of all of our awarding bodies. These awarding bodies require that the KBM operate an effective internal quality assurance system, which assesses all candidates accurately, fairly and consistently to national standards. Internal verification occurs before and during delivery of assessment.

Verification is a crucial element of the quality assurance and enhancement process. It ensures that all candidates, entered for the same qualification, are assessed fairly and consistently to the specified standard to maintain the applicable standards.

Purpose of internal verification

The majority of qualifications delivered by the KBM are "internally assessed." KBM has adopted a "team" approach to internal verification. The purpose of internal verification is to ensure the following:

Assessor(s):

- ensure that assessments are valid, reliable, practicable, equitable and fair
- ensure that internal assessment is conducted by using appropriate assessment instruments
- apply the standards of assessment uniformly and consistently
- judge if learners have met the national standards for the qualification

Internal Verifier(s) or curriculum team ensure that assessments are:

- appropriately administered and that any possibility of non-compliance is minimized valid for each qualification
- capable of generating sufficient evidence to demonstrate that national standards have been met
- sampled for external or internal verification Internal Verification Sampling Form
- reviewed to ensure validity Internal Verification of the Assessment Instrument or

Reassessment

- prior verified units, prior verification request form, internal prior verification of assessment record
- Internal Verifier or curriculum team ensure that assessors:
- are familiar with the required applicable standard
- are using the most up-to-date annual verification package
- reach accurate and consistent decisions for the same qualification for all candidates in line with the required standards
- are given appropriate support pack at induction
- participate in standardisation meetings to agree on assessment and marking decisions

Agreed/signed by: Salman Khan

Position: CEO/Director