

Form IV1

Internal Verification – Self Assessment Checklist

Ref	Key indicator	Met Y/N	Action
1.	Internal verifier CVs are checked and validated to ensure occupational background, at an appropriate level, in the particular sector as required by the awarding body (copy D or A/V unit certificates held)		
2.	A system of professional updating is in place for all internal verifiers and records kept		
3.	Newly appointed internal verifiers are monitored on a regular basis to ensure their understanding of the standards is thorough		
4.	Training/development is carried out to address identified needs of all internal verifiers and development plans kept		
5.	All internal verifiers have a clear understanding of their role in quality assurance		
6.	There is an explicit system in place which ensures that validation of assessment decisions is made by qualified internal verifiers <i>who have not made the assessment decisions</i>		
7.	All claims for certification are validated by a qualified internal verifier		
8.	There is a system in place for trainee internal verifiers to work with shadow qualified verifiers		
9.	Trainee internal verifiers have clear target dates to achieve D34 and their progress towards achievement is monitored		
10.	A written sampling strategy is maintained by all the internal verifiers for each programme		

Form IV5

Internal Verification Sampling Report

Candidate name.....

Assessor name.....

Competence demonstrated by:

Real work Simulation Questioning

	YES	NO
Was the candidate observed directly by an assessor?		
Was knowledge and understanding assessed?		
Is work product evidence available?		
Has the candidate supplied sufficient job/personal details?		
Are the Candidate's Assessment Records being completed on an ongoing basis?		
Has the assessor confirmed authenticity, sufficiency, accuracy, consistency and validity?		
Interim/Summative Sample Report?		
I confirm that all criteria on which to base a judgement of candidate's competence has/has not been met and all evidence requirements are satisfied/not satisfied for the units sampled.		

Action points/feedback

I confirm that all action points, as above have now been completed and the evidence requirements satisfied.

Internal Verifier signature Date

Assessor signature Date

Form IV4

Internal Verifier Report on Assessor Performance

Assessor Date

Candidate Qualification

Internal Verifier Units

Checklist	Yes	No	Examples
1. Candidate put at ease			
2. Assessment procedure explained and negotiated			
3. Candidate encouraged to relate evidence to standards			
4. Relevant questions asked			
5. Evidence requirements met			
6. Clear, evaluative feedback provided			
7. All possible sources of evidence have been considered			
8. Further action agreed with candidate where appropriate			
9. Necessary assessment documentation completed			

Assessment activity observed

Assessor signature Date

Internal Verifier signature Date

Form IV3

Internal Verifier Report on Assessment Decisions

Assessor name Candidate name

Qualification Assessment for units

Feedback to Assessor

Unit	Assessment Methods Key:				Valid	Authentic	Sufficient	Relevant	Current	Assessment Decision Correct	
	OB = Observation	PJ = Project	Q = Questions	CB = College Based						YES	NO
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							
	OB	PJ	Q	CB							
	PD	WT	S	WB							

Assessor signature Date

Internal Verifier signature Date

Action taken by assessor

Action completed

Assessor signature Date

Internal Verifier signature Date

Form IV2

Internal Verification – Candidate Interview Record

Candidate name Qualification

Assessor name

Internal Verifier signature Date

	When did you begin the programme?
How were you introduced to the programme? What topics were covered in your induction?	
Was any of your prior experience considered/used towards the qualification?	
Did anyone find out about any training you needed?	
Did you have any training whilst working towards your qualification? If so, what?	
Who gave you the training? Where and when was it carried out?	
Was equal opportunity law and policy explained to you? Did you understand it?	
Was the process of getting your qualification explained to you? If so, what do you understand this process to be?	
Did you draw up a plan to achieve the qualification with your assessor/supervisor?	
Does your assessor/supervisor involve you in planning assessment in advance?	
When, where and how does assessment take place?	
What types of evidence have you collected so far?	
Do you understand what aspects of your NVQ the evidence covers?	

	When did you begin the programme?
How soon after you started was your first assessment?	
Who assesses your evidence? Does anyone else see your portfolio?	
How often do you see your assessor? Do you feel this is often enough? If not, how often would you like him/her to visit?	
Does your assessor give you feedback after assessment? Is this feedback in written form?	
What units have you completed so far? Have you signed any documentation to confirm completion?	
What kind of help and guidance have you received to put your portfolio together?	
Do you think the qualification will help you in your work now and in the future?	

I agree that the contents of this form may be shared with my assessor.

Candidate signature Date

Internal Verifier signature Date

Ref	Key indicator	Met Y/N	Action
11.	A clear and feasible rationale exists for sampling		
12.	The strategy ensures that all assessors are included, all units and a range of assessment methods (appropriate to the NVQ) are covered		
13.	Sampling is ongoing, not end-loaded		
14.	The system responds to particular problems or needs identified by the internal verifier		
15.	Records of sampling, including monitoring assessment practice, are maintained		
16.	A named officer takes responsibility for ensuring that each programme has sufficient internal verifiers to fully support the assessors		
17.	The ratio of assessors to internal verifiers is appropriate for the award/level/situation		
18.	Assessor CVs are checked and validated to ensure occupational competence, at an appropriate level, in the particular sector as required by the awarding body and NTO (copy D/A/V unit certificates validated and held on file)		
19.	A system of professional updating is in place for all assessors and personal development plans kept		
20.	Trainee assessors have clear and realistic target dates to achieve A1/A2 and their progress towards achievement is monitored		
21.	Newly appointed assessors to the centre are monitored on a regular basis to ensure consistency with the assessment team		
22.	All summative decisions are made by qualified assessors		
23.	Internal verifiers positively encourage assessors to discuss assessment issues and meet with them on a regular basis		

Ref	Key indicator	Met Y/N	Action
24.	All assessors are monitored and given the type and level of support which is suited to their needs		
25.	Assessors are given informal and formal feedback which is constructive and relevant		
26.	Assessment time and resource implications have been specifically considered and reviewed at regular intervals		
27.	The senior internal verifier has access to required resources to maintain quality of the NVQ programmes		
28.	The senior internal verifier has sufficient management status to influence decisions regarding NVQ delivery and implementation, including resource allocation		
29.	All the internal verifiers have sufficient time, agreed with senior management, to devote to their NVQ responsibilities		
30.	The senior internal verifier regularly carries out self-assessment of the centre's performance against the above statements		

Checked by (name):

Date:

Signature: