

Internal Verification Policy

Summative assessments are an essential part of the recognition of achievements. The Internal Verification process maintains the quality of assessment for internally assessed summative exams, reports, and essays. The Internal Verification process plays a key role in:

- ensuring students receive fair grades and equal access to assessment, free of discrimination;
- ensuring and maintaining the consistency and standardisation of the assessment process across time and between different assessors.

Al-Maktoum College's Internal Verification Policy for all programmes offered at/by the College is as follows:

Process of Internal Verification

- The Internal Verifier, like the assessors, will have relevant knowledge and skills for re-assessing the sample exam papers, reports, coursework, as well as essays of all programmes offered at/by the College;
- At least 20% of all summative components of assessment should be re-marked by the Internal Verifier(s)
- The Internal Verifier may choose a random sample to mark regardless of the first grade; or they may decide to select the 20% of papers from the lowest and highest grades.
- Internal Verifier(s) should finish all marking within 4 working days for all programmes, with the exception of the Academic Training Programme in Multiculturalism and Leadership which should be done within one working day of receiving the reports.
- If the Internal Verifier gives the same grade as the First Assessor, they will pass on the marked exams/essays/reports directly to Student Administration for processing.
 - If the grades are different, the Internal Verifier and the First Assessor should discuss their assessment judgements and reach an agreed grade;
 - If the Internal Verifier and the First Assessor cannot reach an agreed grade, it should be discussed with the Programme Co-ordinator, who will assign another IV for further scrutiny. The agreed grades in both cases will be passed to Student Administration for processing.

Avoiding Potential Conflicts of Interest

- No member of College staff, Marker/Examiner or Internal Verifier shall be involved in any assessment or examination in which she or he has a potential conflict of interest. Staff who

believe there may be a conflict of interest must declare this by submitting a *Conflict of Interest Form* to the SQA Coordinator.

- All staff are responsible for reporting any conflict of interest, and the College will take measures to address this. This includes Assessors, Internal Verifiers, and Invigilators, who will:
 - Set assessments which this candidate will undertake,
 - Make assessment judgements on this candidate's work,
 - Internally verify assessment decisions on this candidate's work, and/or
 - Invigilate an assessment which this candidate is sitting
- A personal interest in an outcome of an assessment amounts to conflict of interest, which poses a risk to the integrity of the assessment.
- Conflict of interest also applies where an individual stands to make a personal financial gain from the outcome of an assessment.

Review and Monitoring Process

- Assessors and IV(s) should attend the Academic Quality and Standards Committee (AQSC), formerly Examiner's Meeting, which ratifies the grades.
- During the yearly monitoring review of Assessors and Internal Verifiers (via the ALMC Assessment Code of Practice, Verification and Monitoring), any IV can give feedback to any Assessor or other IV.
- Information on the *Internal Verification Policy*, *ALMC Assessment Code of Practice*, *Verification and Monitoring* will be provided to Internal Verifiers ahead of taking on the role. These documents will be stored on the Shared Drive for all to access.
- If further advice or clarification is needed, IV's should contact their line manager or the SQA Coordinator.