

INTERNAL VERIFICATION POLICY FOR HIGHER EDUCATION AND ASSOCIATED PROCEDURES

Internal Verification Policy

1. Internal Verification Policy

- 1.1 Internal Verification is one of the mechanisms by which the University assures the appropriateness, consistency, transparency and fairness of assessment.
- 1.2 This policy and the associated procedures are applicable to Internal Verification of Higher Education awards only; separate procedures are published for the Internal Verification of Further Education awards.
- 1.3 All units delivered as part of a University award are subject to Internal Verification.
- 1.4 All units delivered by, or in association with, a collaborative partner are subject to Internal Verification by UCA assessors (see Section 4 below).
- 1.5 Internal Verification for a unit normally takes place before provisional summative grades are given to students and must take place before the Unit marks are presented to the Board of Examiners. External Examiners will consider the Internal Verification process as part of their audit of the assessment processes for the course(s) to which they are appointed.
- 1.6 Internal Verification for a unit considers the marks awarded to assessment components and confirms whether the standard of marking is appropriate.
- 1.7 The Internal Verification Policy for Higher Education has been informed by the UK Quality Code for Higher Education, specifically sections A6 and B6.

Internal Verification Procedures

2. Forms of internal verification

- 2.1 All assessment components are subject to internal verification, using one of the following methods:
 - double marking,
 - group or team marking, or
 - sampling.

The Course Leader will determine the appropriate form of internal verification for each unit and will be responsible for ensuring appropriate records of internal verification are retained

When unit marks are submitted to the Campus Registry for entry onto the student records system the Course Leader will be asked to confirm the marks and method of internal verification applied to the unit.

- 2.2 Double marking
Two different members of staff assess the work and reach independent conclusions as to the mark to be awarded. Subsequently they meet to discuss the marks, and agree a final mark. If no agreement is reached, a third marker may be appointed. A marksheet recording the original marks awarded by each marker for the assessment component must be retained and may be reviewed by the external examiner. The marksheet should confirm agreement on the marks awarded, including the final agreed mark.
- 2.3 Group or team marking

For some assessment components, the mark is awarded by a group of staff, who consider each piece of work submitted collectively and agree on the mark. This is commonly used for exhibitions or displays of artwork. Where this method of internal marking is used, it will normally be used for the whole cohort taking a unit, and provides a sufficient safeguard to mean that no further form of internal verification is required. A marksheet recording the original marks for the assessment component must be retained by the course team and may be reviewed by the external examiner.

2.4 Sampling

- 2.4.1 A sample of marked work is reviewed by another staff member (i.e. other than the initial marker), to confirm that standards are appropriate and assessment and grade criteria (where appropriate) have been applied. If the verifier considers that the marks awarded are consistently higher or lower than appropriate, do not make appropriate use of the full marking scale available or are inconsistent, they will discuss the matter with the Unit Leader and Course Leader to agree the steps appropriate to ensure that the correct marks are awarded for the entire cohort. This may include, for example, moving the marks of the whole cohort (not just those included in the sample), or requiring a re-mark, advising that better use be made of the full range of marks available.
- 2.4.2 The purpose of verification is to ensure that standards have been applied consistently; once this is determined, from the sample considered, the marks for those items not verified can be considered secure.
- 2.4.3 The sample is determined by the Unit Leader and verifiers. It should normally include a broad range of marks, including some from each grade band. The size of any sample to be considered will be determined in accordance with following guidelines contained at Appendix 1.
- 2.4.4 Students may not request that their work be included in any sample for verification purposes.

3. **Recording Internal Verification**

- 3.1 The method of internal verification applied to a given unit must be confirmed by the Course Leader on the mark sheet submitted to Campus Registry. See Appendix 2 of this procedure for the assessment spreadsheet template.
- 3.2 Documentation recording the original marks awarded prior to a decision on the final mark should be retained by the course team and made available to the External Examiners. The Course Leader will be responsible for ensuring appropriate records of internal verification are retained.
- 3.3 Prior to the visit of the External Examiner, the Course Leader should check the mark profiles and satisfy him/herself that the profile for each unit is appropriate. The Course Leader will be responsible for confirming the unit marks to Campus Registry.
- 3.4 The Board of Examiners will be asked to confirm that appropriate Internal Verification has taken place in the Units under consideration at the Board.

4. **Internal Verification of Assessment Conducted by a Collaborative Partner**

- 4.1 All units delivered by, or in association with, a collaborative partner are subject to Internal Verification by UCA assessors, in addition to the moderation processes extant in the partner institution. This may be on a sample basis as the relationship matures, but is likely to involve all units until substantial confidence can be placed in the equivalency of marking at the partner institution with UCA's own standards of assessment.

4.2 The policy and procedures here detailed apply in their entirety to Collaborative Partner units with the following exceptions/additions:

- Internal Verifiers will be experienced UCA assessors;
- The format and timings of the Internal Verification for the partner will be agreed annually and included in the Link Liaison Document;
- If Internal Verification is conducted on the basis of a sample, the sample will be determined by the UCA Link Tutor, taking advice as necessary from the Collaborative Partner;
- Form IV1 (see Appendix 3) will be used to confirm and record the outcome of the Internal Verification exercise, signed by both the UCA Internal Verifier and the Unit Leader at the Collaborative Partner; and
- Where there is a disagreement about the standard of marks to the extent that either party refuses to sign the Internal Verification Form (IV1), the UCA Head of Quality Assurance and Enhancement will determine next steps to reach a resolution.

Guidance for Unit Leaders

All units are subject to Internal Verification by double marking, group marking or sampling.

For those units subject to sampling, the sample is determined by the Unit Leader, such that:

- Samples must include a broad range of marks, including some from each grade band; and
- Sample sizes will normally be determined as follows (see table below):
 - a minimum of 6 students' work must be included within the sample, unless there are fewer than 6 students on a unit in which case the External Examiner will see a sample containing all students' work;
 - if there are up to 36 students on a unit the External Examiner will see a sample of at least 6 students' work (taken from across the grade bands including fails); and
 - if there are more than 36 students on a unit the External Examiner will see a sample containing assessed work from at least the square root of the number of students on the unit.

Table 1: Amount of work to be sampled per unit

Number of students on unit	Number of pieces of students' work to be included in the sample
0 – 6	All
7 – 36	6
37 – 49	7
50 – 64	8
65 – 81	9
82 – 100	10
101 – 121	11
122 +	12

Appendix 2 – Assessment SpreadsheetTemplate for recording Unit Marks with Campus Registry

indicative and for information only

University for the Creative Arts

Academic Staff important information please read:

All marks are provisional until the Board of Examiners has confirmed them.

Where an assessment component comprises two or more assessment tasks the mark shall be awarded to the assessment component rather than to the individual assessment tasks. The assessment tasks will therefore be assessed holistically.

Marks will be put on myrecords within 24 hours of receipt.

Window Deadline for UG marks at the end of the year = Monday 21 May - Wednesday 23 May 2018

End of year feedback will be uploaded to students on MyUCA = week of 29 May 2018

Academic Year	2017/2018	I confirm that these are the final marks and that the University's Internal Verification Policy has been followed INCLUDE LINK HERE	Course Leader signature:
Course			Date:
Level		Method of Internal Verification (Course Leader to complete):	Campus Registry:
Unit Title			Entered by:
Unit Code			Date:
Credit			
Unit Leader		Double Marking	Y/N
		Group or Team Marking	Y/N
		Sample Marking*	Y/N

UG Assessment Component Grading

% Mark (Provisional until BoE met)	Unit Result	Grade (only give a grade not % mark for formative feedback)	Notes
90 - 100	Pass	A++	
80 - 89		A+	
70 - 79		A	
60 - 69		B	
50 - 59		C	
40 - 49	Fail	D	
30 - 39		E	
0 - 29		F	
0		N	Non Submission
0	Defer	M	Mitigating Circumstances

**Sample Marking: Amount of work to be sampled per unit*

No of students on unit	No of pieces of students' work to be included in the sample
0 - 6	All
7 - 36	6
37 - 49	7
50 - 64	8
65 - 81	9
82 - 100	10
101 - 121	11
122+	12

Course Leaders required to confirm method of IV used

University for the Creative Arts

Form for Internal Verification of Assessment¹

Name of Verifier ² :	
Course:	
Name of Collaborative Partner Institution:	

Unit name:	
Size and description of sample viewed:	

Confirmation of Standards

Are the standards set for awards appropriate for qualifications at this level in this subject?	yes	no
Did the structure and nature of the assessments permit students to demonstrate their level of achievement?	yes	no
Are the standards of assessment equivalent to other courses at UCA?	Yes	no
Are the processes for assessment fairly conducted?	yes	no
Did you find the general standard of marking satisfactory?	yes	no
Was there an appropriate spread of marks?	yes	no

Commentary

Comment on quality of work:	
Comment on appropriateness of marks:	
Comment on assessment design:	
Comment on transparency and fairness of assessment process:	
Any additional comments:	

Signed: (Internal Verifier)

Name: Date:.....

Signed: (Unit Leader)

Name: Date:.....

¹ For use for UCA internal verification of collaborative partners only² UCA