

V1 Internal verification award

Unit V1: Conduct internal quality assurance of the assessment process

Elements:

V 1.1: Carry out and evaluate internal assessment and quality assurance systems

V 1.2: Support assessors

V 1.3: Monitor the quality of assessors' performance

V 1.4: Meet external quality

This unit is appropriate for you if your role involves:

- evaluating the internal assessment process
- monitoring and reviewing internal assessment audit systems
- carrying out related internal verification or moderation activities

The activities you are likely to be involved in:

- ensuring health, safety and environmental protection procedures are applied within assessment arrangements
- applying and monitoring equal opportunities and access procedures throughout all assessment procedures
- monitoring the performance of assessors
- supporting assessors to develop their skills
- monitoring and supporting the people and organisations who provide administrative support to the assessment process
- monitoring and making recommendations on the resources needed to evaluate the assessment process
- ensuring an appropriate balance of candidates to assessors
- monitoring and reporting on the achievement rates of candidates
- monitoring the progress and satisfaction of candidates
- meeting the assessment requirements of awarding bodies and other external agencies

What the unit covers:

1. carrying out and evaluating internal assessment and quality assurance systems
2. supporting assessors
3. monitoring the quality of assessors' performance
4. meeting external quality assurance requirements

Scope

This unit covers the internal quality assurance system for assessment decisions. This system will meet the external requirements of the relevant awarding body, the accrediting bodies and internal procedures. These procedures may be ones that are already in place or ones that have been developed specifically to meet assessment requirements. This unit also involves monitoring assessors' decisions and the support they need, including sampling and standardisation arrangements. You will have to watch assessors at certain periods of the assessment process. You will not have to choose assessors as this may be the decision of others. You will have to provide assessment information on particular sets of standards and give clear feedback on performance by using internal and external quality assurance processes. There must be evidence of having procedures in place for appeals and complaints within the local assessment centre, which meet external requirements.