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GBS Internal Verification Procedure and Policy

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Related policies
<ul style="list-style-type: none"> • GBS Student Complaints Policy and Procedure ▪ GBS Student Charter ▪ GBS Student Code of Conduct ▪ GBS Equality and Diversity Policy ▪ GBS Extenuating Circumstances Policy and Procedure ▪ GBS Good Academic Practice and Academic Malpractice Policy
External Reference
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GBS HE Malta Limited Internal Verification Procedure and Policy

1. Purpose

- 1.1. The purpose of internal verification at GBS HE Malta Limited is to enhance the quality and reliability of the assessment process and to ensure that the requirements of our awarding body is met in terms of planning, preparation, and delivery of assignments.

2. Background

2.1 It is essential that quality assurance systems are in place so that the assessment of students is fair, consistent and at the appropriate academic standard. In addition, GBS must meet the requirements of our awarding organisation, to maintain confidence in GBS management of academic responsibilities. GBS uses the Internal Verification process as an integral part of the academic cycle from the design of assessment briefs to the assessment of academic standards of student work.

2.2 Internal verification is a process undertaken to check that:

- Assessment and grading are consistent across the programme.
- Assessment instruments (assignment briefs) are fit for purpose – i.e., they enable the student to produce evidence which meets the targeted assessment criteria.
- Assessment decisions accurately judge student evidence against the assessment criteria and feedback given it meets the required standards.
- It is intended to be a supportive process and should encourage assignment writers, assessors, and internal verifiers to develop good practice.

3. Key Features

3.1 The following are the key features of the Internal Verification procedure operating at GBS and are consistent with our partner universities requirements:

- Assessment decisions through the allocation of grades (refer, pass, merit, and distinction) are evaluated by the sampling of marked student work.
- Feedback provided by markers of student work is evaluated by the sampling of marked work by the Internal Verifier.
- Internal Verification seeks to assure that assessment decisions and the allocation of grades is evidenced against the learning objectives provided in the assignment brief.
- Ensuring consistency of marking (grading) of assessed work across different assignments for different Units and where different markers grade the same assignment within a Unit.
- Ensuring that the assignment briefs assessments are fit for purpose and meet fully the requirements of our awarding body.
- Providing feedback to tutors following Internal Verification of assignment briefs.
- Maintaining a record of Internal Verification for both the production of an assignment brief and/or examinations before it is given to students and the assessment process including grading and feedback to students.

3.2 The Internal Verification procedure at GBS is intended to be supportive and developmental in enabling assessors to develop good practice and demonstrate quality enhancement.

4. Setting Assignment Briefs

4.1 Assignment briefs are internally verified before being issued to students. If any issues are identified by the Internal Verifier, they should be addressed by the Assessor prior to issue. This ensures the brief is fit for purpose and that:

- The tasks and evidence will allow the student to address the targeted criteria.
- It is written in clear and accessible language.
- The student's role and tasks are vocationally relevant and appropriate to the level of the qualification.
- Equal opportunities are incorporated.

4.2 The following represents the Internal Verification policy that GBS operates for setting assignment briefs and/or examinations:

- All assignment briefs and/or examinations must be submitted for Internal Verification and appropriate changes made before being given to students.
- Internal Verification of assignment briefs and/or examinations must be evidenced through completion of the Assignment Brief Internal Verification Form.
- The Assignment brief and/or examinations must be approved following any required changes as a result of the Internal Verification procedure and 'signed off' on the *Assignment Brief Internal Verification Form (Annex 1)*.
- The Programme Leaders should keep a copy of all signed Internal Verifier Forms for all assignment briefs and/or examinations given to students.
- Feedback to tutors setting assignment briefs and/or examinations should be provided by the Internal Verifier so that the tutor engages in quality enhancement.

4.3 The Internal Verifier should check that the brief:

- Has accurate unit details.
- Has accurate programme details.
- Has clear deadlines for assessment.
- Shows all relevant assessment criteria for the unit(s) covered in the assignment.
- Indicates relevant assessment criteria targeted against each task.
- Clearly states what evidence the student needs to provide.
- Is likely to generate evidence which is appropriate and sufficient.
- Has a time period of appropriate duration.
- Uses suitable vocational language.
- Has a clear presentation format.

5. Internal Verification of Assessment Decisions

5.1 The following represents the Internal Verification policy that GBS operates for marking and providing feedback to students on assessed work:

- The Programme Leader has oversight responsibility of the internal verification processes.
- Samples of student work selected for Internal Verification must cover all grades – referred, pass, merit, and distinction.
- For each cohort of students at least fifteen per cent of student work for any one Unit must be sampled to represent the full spectrum of grades available.
- Every student must be sampled at least once each academic year over the duration of their programme of study.
- Clear records of Internal Verification and sampling of student work must be kept using the *Internal Verification of Assessor Form (Annex 2)*.
- Programme Leaders should keep a copy of all signed Internal Verification of Assessor Forms.
- Feedback to tutors marking student work should be provided to further enhance the marking and feedback processes at GBS.

6. Guidance for disagreements of grades and adequacy of feedback to students

6.1 Where the Internal Verifier disagrees with the grade awarded by the primary or first marker of the student work, the following procedure should be followed:

- The Internal Verifier should discuss any student work where there is a disagreement of grade to be awarded. This should be done in an evidence-based manner using the individual learning outcomes form given in the assignment brief. If the first marker and Internal Verifier subsequently agree the grade this resolves the matter. The resolution should be indicated on the Internal Verification of Assessor Form.
- Where the Internal Verifier and the primary marker are unable to reach agreement on the grade for a piece of student assessed work a third marker should be brought in. This should be the Lead Internal Verifier or the Programme Leader. The third marker makes the final decision over the grade to be awarded in the absence of agreement between the other two markers.

7. Release of grades for assessed work to students

7.1 Release of grades for assessed work to students must only take place following full adherence to the above Internal Verification policy and only after grades have been confirmed by the Assessment Board. The Chair of the Assessment Board may, in exceptional circumstances, take Chair's action to approve individual student grades to enable timely release to students. All grades must be approved at a properly convened meeting of the Assessment Board and any Chair's actions reported at the next meeting of an Assessment Board.

8. Lead Internal Verifier and Internal Verifier roles

8.1 The Lead Internal Verifier is responsible for planning the internal verification schedule for programmes and their constituent units of study. It is the responsibility of the Lead Internal Verifier to ensure that all appropriate preparations are made in advance of visits by our partner university, especially the annual Standards (External) Verifier visit.

8.2 Internal Verifiers should act in a supporting and encouraging way to primary markers and identify good practice for dissemination across GBS and areas for quality enhancement. It is the responsibility of the Internal Verifier to ensure that all marking has been conducted correctly, academic standards are secure, and feedback is provided to each student according to the requirements of our awarding body.

9. Outcomes of Internal Verification

9.1 The internal verification system may lead to the following outcomes:

9.2 Confirming the grading and feedback provided for the assessment

- (a) Confirmation is made when the Internal Verifier is satisfied that there is sufficient valid and reliable evidence that grading is appropriate in relation to the assessment criteria for the assignment. Confirmation also means that feedback has been provided, on both the covering sheet and the script that will identify strengths and areas for improvement to the student.
- (b) Disagreement with the grade allocated by the primary marker or judging that feedback provided is insufficient or inadequate. In the latter case the assessed work should be given back to the primary marker so that he or she can provide fuller feedback.

9.3 The process of internal verification should also be seen as developmental and resulting in quality enhancement. Internal verification works well when the Internal Verifier meets regularly with primary markers and discusses the assessment process and outcomes of internal verification with them.

10. Internal Verification forms/templates

10.1 There are two types of forms/templates to be used in the internal verification process:

- (a) Assignment Brief Internal Verification Form (Annex 1)
- (b) Internal Verification of Assessor Form (Annex 2)

10.2 The Assignment Brief Internal Verification Form (Annex 1) is used to assess the quality and appropriateness of assignment briefs. Proposed assignment briefs must be submitted to the Internal Verifier in good time for distribution to students according to published dates. Given the iterative process involved the member of staff responsible for drafting the assignment brief should aim to get the draft to the Internal Verifier two weeks before it is due to be given to the students on the unit of study.

10.3 The Internal Verification of Assessor Form (Annex 2) is used to monitor and ensure that academic standards are met, and that good and full feedback is provided to students on their assessed work.

11. Monitoring and Review

11.1 This policy may be amended by GBS at any time.

12. Alternative Format

12.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager

Annex 1 - GBS Assignment Brief Internal Verification Form

INTERNAL VERIFICATION – ASSIGNMENT BRIEF				
Programme Title:				
Assessor Name:				
Internal Verifier Name:				
Unit or Component Number and Title:				
Assignment title:				
Assessment criteria targeted by this assignment brief:				
INTERNAL VERIFIER CHECKLIST				Y/N
Are the programme and unit details accurate?				
Are clear deadlines for assessment given?				
Is the time frame of an appropriate duration?				
Is there a suitable vocational scenario or context?				
Are the assessment criteria to be addressed stated accurately?				
Does each task show which criteria are being addressed?				
Do the tasks meet the assessment requirements of the unit/s?				
Is it clear what evidence the learner needs to generate?				
Is it likely to generate evidence that is valid and sufficient?				
Overall, is the Assignment fit for purpose?	Yes		No**	
<p><i>**If 'No' is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.</i></p>				

Action required: <i>(If none then please state n/a)</i>	Target Date for Completion	Date Action Completed	
General Comments (if appropriate)			
Assignment Brief Authorised for Use:			
Internal Verifier signature		Date	
Assessor signature		Date	
Lead Internal Verifier signature (if appropriate)		Date	

Annex 2- Internal Verification of Assessor Form

INTERNAL VERIFICATION – ASSESSMENT DECISIONS			
Programme title			
Assessor		Internal Verifier	
Unit(s)			
Assignment title			
Student's name			
List which assessment criteria the Assessor has awarded.	Pass	Merit	Distinction
INTERNAL VERIFIER CHECKLIST		Comments	
Do the assessment criteria awarded match those targeted by the assignment brief?	Y/N		
If applicable, has the award of a merit/distinction grade been justified by the assessor?			
Has the work been assessed accurately?	Y/N		
Is the feedback to the student: <ul style="list-style-type: none"> • Constructive? • Linked to relevant assessment criteria? • Identifying opportunities for improved performance? • Agreeing actions? 	Y/N		
Does the assessment decision need amending?	Y/N		
Assessor signature		Date	
Internal Verifier signature		Date	
Lead Internal Verifier signature (if required)		Date	

Confirm action completed			
Remedial action taken			
Assessor signature		Date	
Internal Verifier signature		Date	
Lead Internal Verifier signature (if required)		Date	