

**Internal & External Verification Arrangements Policy**

**Venture Learning**

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| **Document Owner** | Rhys Griffiths |
| **Version** | 3.0 |
| **Effective From** | 01/09/2021 |
| **Next Review Date** | 01/09/2022 |

Introduction

At Venture Learning we pride ourselves on maintaining high standards across all areas of teaching and learning. This policy is written to ensure that assessments are conducted consistently for all students and that the requirements of the Awarding Bodies are met in terms of preparation, delivery, assignments, documentation and certification.

Internal verification is an essential part of programme delivery and assessment. It ensures that internally assessed units have appropriate assessment opportunities and are assessed accurately to national standards.

This policy has been written to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time. This document is applicable to everybody involved in the management, administration, training, assessment and internal and external verification of any qualification delivered within the breadth of this centres activities.

Due to the nature of our organisation, the majority of examinations and controlled assessments take place with partner organisations so this policy will also cover procedures for the quality assurance of their procedures.

# Key Staff and Contacts

**Provision Based Contacts**

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| **Name** | **Role** |
| Rhys Griffiths  | Head of Provision |
| Rich Hill | Deputy Head of Provision |
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# Section 1: Roles and Responsibilities

All staff are responsible for adhering to this policy, the associated policies of awarding bodies and all verification procedures laid out therein.

* 1. **Head of Provision**

Has overall responsibility for:

* ensuring that this policy is reviewed annually or whenever Venture Learning takes on the delivery and assessment of an additional certification/qualification;
* communicating this policy and the policies of associated awarding bodies to the staff of Venture Learning;
* ensuring that all staff are trained on the internal verification procedures and that this training is regularly refreshed and updated;
* ensuring that any suspected breach is immediately reported to the awarding body;
* ensuring that external verification is arranged as specified by the awarding body, during the designated time frame with the appropriate third parties; and,
* ensuring that partner organisations hosting examinations and controlled assessments for our students have appropriate verification procedures in place.

**1.2 All staff**

It is the responsibility of all staff to:

* familiarise themselves with verification procedures as directed by the Head of Provision;
* engage in all training related to verification procedures;
* consistently adhere to all verification procedures;
* make appropriate arrangements for all examinations and controlled assessments to ensure that they meet the standards outlined by the awarding bodies; and,
* feedback any issues to the Head of Provision.

**Section 2: Verification Arrangements**

**2.1 Internal verification procedures**

Venture Learning currently uses NCFE only as an awarding body for Functional Skills qualifications and NCFE courses in a range of subjects.

Course material is to be delivered on site and lessons should be planned and taught according to the *Qualification Specific Instructions for Delivery* as laid out by NCFE.

Arrangements for examinations must be made in accordance with the *Regulations for Conduct of External Assessments* as laid out by NCFE.

Copies of these documents must be made available to all staff and staff who are delivering NCFE must be made aware of, and held accountable for adherence to these documents.

Due to the limited number of staff at Venture Learning, the likelihood is that all members of staff will have delivered all courses to all students at some point during their placement. In order to meet NCFE standards of verification Venture Learning will use an external invigilator or member of agency staff to oversee all examinations and controlled assessments.

Examination materials will be sealed and securely stored by the Head of Provision until they are handed, sealed, to the exam invigilatior.

**2.2 External verification procedures**

Venture Learning will only host examinations and controlled assessments where we have been quality assured and accredited by the awarding body.

At the point of writing this policy only covers courses and qualifications awarded by NCFE for which we are an approved centre for the academic year 2019-20 from 02/10/2019.

For external verification purposes, Venture Learning has agreed to receive inspection at any time during an assessment window by NCFE.

**2.3 Verification procedures of partner organisations**

Where a partner organisation is hosting the examination for a course that has been delivered by Venture Learning, the Head of Provision must ensure that that organisation has an up-to-date verification policy in place.

This situation may arise when a student is sitting a BTEC or a GCSE and they are taking their examination with the commissioning school.