



# Internal Verification and Moderation Policy including Examination Policy

## Policy Statement

“BloR aims to provide consistent and reliable assessment decisions which meet the needs of learners and are in line with national requirements.”

## Statement Of Principles

Quality of verification decisions across all occupational areas

- We will act as a link with the Awarding Body.
- We will implement quality assurance and standardisation procedures.
- We will ensure all examinations are carried out in accordance with the awarding body guidelines.

## Aims and Objectives

Through a standardised approach BloR will demonstrate a coherent quality system in all programmes to learners, Standards Verifiers, Moderators, and the ESFA. BloR will assure the quality of assessment and thereby increase levels of customer satisfaction. The following will ensure the effectiveness of the policy:

- Learner Appeals Procedure against assessment decisions.
- Systems for standardising assessment.
- Arrangements for bi-monthly Standardisation Meetings to address Internal Verification and Moderation issues.
- Entitlement of candidates including:
  - Reasonable timescale for assessment, feedback and appeals
  - Entry of external tests where applicable
  - Entitlement to APL and fast tracking

## Qualified Internal Quality Assurers across the company

- We will provide Internal Quality Assurers who will be responsible for verifying assessment decisions, developing and supporting assessors and managing the quality of occupational delivery.
- We will ensure Internal Quality Assurers meet external quality assurance requirements.
- We will ensure Moderators are familiar with the examination policy and process and implement this in all centres.



## Qualified assessors across all occupational areas

- We will provide assessors who will be responsible for ensuring that customer evidence is judged fairly and objectively against national standards.
- We will ensure assessment decisions are judged according to currency, validity, authenticity, reliability and sufficiency.

## Individualised Assessment

- We will provide opportunities for all customers to be assessed / examined in ways which suit them best and are in line with national standards.
- We will provide an acceptable assessment environment in line with our equality of opportunity and disability policy statement and our Safeguarding Young People and Vulnerable Adults Policy.

## Support for assessment

- We will provide effective and timely support for learner assessment.
- We will provide guidance and support to help learners' progress towards their achievement goals.

## Achievement through assessment

- We will provide guidance and support to encourage learners to progress to further assessment opportunities.
- We will recognise and value a variety of individual achievement.

## Explanation Of Key Terms

### Internal Quality Assurance

#### Aims

"To ensure consistent and reliable assessment decisions in conjunction with the monitoring of the quality of assessment to highlight any problems, trends and development needs of assessors."

#### Assessment

"To ensure that all assessments are in line with national standards and meet the learners training needs and thus play a positive role in their learning experience."

#### Assessment Verification

- Assessment verification is to ensure consistent and reliable assessment, this involves:
- Sampling assessments
- Producing and disseminating a sampling frame
- Carrying out interim sampling
- Carrying out summative sampling



## Competent Evidence

Evidence must be judged and confirmed by the assessor as:

- **Valid** – relevant to the standards for which competence is claimed
- **Authentic** – produced by the learner
- **Reliable** – accurately reflects the level of performance which has been consistently demonstrated by the learner
- **Current** – sufficiently recent to be confident the same levels of skills / understanding / knowledge exist at the time of claim
- **Sufficient** – meets in full ALL requirements of the standards.

## Examination Policy

The purpose of this examination policy is:

- To ensure that the planning and management of examinations are conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centres examination processes to read, understand and implement this policy.

## Before the day of the examination


- Arrange practice papers to be taken.
- Check all equipment is fit for use in the test

## Rules regarding Functional Skills Invigilation at Entry Level/Level 1/2

- Assessments must be taken under supervised conditions.
- Supervision by the assessor/tutor or another responsible adult must be continuous.
- Invigilators must be fully aware of their responsibilities.
- Assessments (in most cases) may be completed over more than one session.
- Invigilators must read the detailed guidance specific to each assessment title.
- When only one invigilator is present they must be able to contact immediate assistance without disturbing candidates or leaving the room.
- Relevant facilities and equipment must be available to candidates.
- Any time restrictions must be adhered to.
- Candidates' work must be independent and unaided.
- Please see the JCQ (Joint Council for Qualifications) policy regarding any suspicion of malpractice.

## Examination Room

- Check that any display material that might be useful to candidates has been cleared from the walls.
- Check that desks are positioned at least one metre apart.
- Provide backup in case of technical problems, one spare workstation to be available for every 10 candidates taking the test.
- Display a board showing the centre code and the examination start and finish times.

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- Ensure the room is quiet, well-lit and ventilated.
  - Place a notice on the door of the room that says 'Quiet please – examination in progress. No admittance.'
  - Supply each candidate with scrap paper and pencil.

## **Before the Examination**

- Read out the instructions to candidates (see list below).
- Read out evacuation procedures.
- Tell the candidates when they may begin and how much time they have to complete.

## **Instructions for Candidates**

- Do not bring or use any authorised material, books or notes into the examination.
- Do not bring a mobile 'phone into the examination.
- Do not eat or smoke although you may bring in a clear bottle of water with the label removed.
- Do not communicate or seek assistance from any other candidate while in the examination room.
- Do not share any material, calculators or dictionaries with other candidates.
- In an emergency, you may leave the examination room and be re-admitted, although you must be accompanied throughout by a person authorised by the invigilator.
- You may only leave the examination once it has been in progress for at least 30 minutes.
- If you have any problems with your computer, you must put up your hand.
- Use the scrap paper for working out – this will be collected in by the invigilator after the examination.
- If you break any of the above regulations, you may be disqualified from this and other examinations.

## **During the Examination**

- Allow late candidates to enter the examination room quietly but only if it has been in progress for less than 30 minutes.
- Be vigilant and supervise the candidates at all time.
- If you discover cheating, take away any authorised material and allow the candidate to continue. This should be reported as malpractice on the Invigilation Report which must be submitted to EDI.
- Make sure a responsible adult is available to accompany any candidates who need to leave the room temporarily.
- Make sure the candidates do not leave the room until at least 30 minutes are the start time.
- Tell candidates to stop working at the end of the examination.

## **After the Examination**

- Collect any scrap paper candidates may have used for making notes.
- Sign the Invigilation Report and record any late arrivals, disturbances or malpractice.

## **Responsibility And Duties**

- All assessors and staff have a responsibility to ensure the successful implementation of the Internal Verification and Moderation Policy.
- The Quality Assurance Manager has responsibility through cross company meetings for setting and agreeing actions to ensure this policy is implemented.

- Each Line Manager / Functional Head has a responsibility for ensuring the implementation of any actions agreed.
- The Company is committed in its roles as an employer, training provider and contractor of services to the implementation of the Internal Verification and Moderation Policy.

## Company Procedures

- The Internal Verification and Moderation Policy is the over-arching policy for BloR Ltd and all other policies are linked and interdependent.
- The appraisal procedure includes reviewing and monitoring continual professional development.
- The Internal Verification Policy is included in QCF staff induction procedures, the Company Policy and Procedures Manual and the customer Induction procedure.
- The Policy Statement and Principles will be available in all BloR centres, Head Office and in the Policy and Procedure Manual.

## Monitoring Arrangements

The Lead Internal Quality Assurer will monitor and manage the Internal Verification and Moderation Policy.

The Quality Assurance Manager will review the Internal Verification and Moderation Policy.

**Scope** – Internal Verification and Moderation Statements only apply if the company has an element of control. Where external assessments/examinations are concerned, the policies and practices of the awarding body must be followed.

## Review Procedures

The Senior Management Team will ratify the policy.

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**BloR**  
Business School

Suite 7, First Floor,  
Parkway 2, Princess Road,  
Manchester M14 7LU  
Company Reg: 07575583  
VAT No: 117 9788 66  
Phone: +44 (0)871 288 2108  
Email: [support@ior.org](mailto:support@ior.org)