



## ***CIOB Awarding Organisation***

### **Internal Verification & Assessment**

**CIOB Level 3 Diploma in Site Supervisory Studies  
CIOB Level 4 Certificate in Site Management  
CIOB Level 4 Diploma in Site Management**

**July 2010**

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## **1. The Internal Verification Process**

The Internal Verification system forms part of the CIOB quality assurance procedure and is concerned with management and consistency of the assessment process within CIOB Awarding Organisation Approved Centres. The provision of these systems is necessary to ensure continuous quality management arrangements are present within Centres.

Internal Verification relies on a number of integrated activities which should be specified within the Centres quality management documentation (required as part of Centre Approval submission). A written IV procedure approved by Senior Management should be in place and its implementation monitored by the Centre.

In order to ensure the process is delivering the necessary level and rigour of internal verification, the CIOB Awarding Organisation will conduct annual inspections. These will normally be undertaken from February to June (inclusive) of each year by an appointed CIOB External Verifier.

## **2. Requirements for Internal Verification**

The CIOB Awarding Organisation is committed to ensuring that the standards of its qualifications are maintained at a national level. The centres provision of an effective Internal Verification system is designed to achieve this requirement. All centres are required to appoint an Internal Verifier as part of the CIOB Awarding Organisation quality assurance process and to maintain managed and auditable records for production during the External Verification inspection.

## **3. Role of the Internal Verifier**

The Internal Verifier is responsible for developing and maintaining a 'Quality Assurance System' within the Approved Centre. The role is required to monitor and regulate the assessment process and marking arrangements within the Approved Centre to ensure a consistent approach. The development of a continuous and rigorous procedure is a key factor in the management of risk, ensuring that when certification is claimed for a candidate, it reliably reflects the achievement of national standards.

There are three main aspects of the Internal Verification role:

- Verifying assessment
- Developing and supporting assessors
- Managing quality of course delivery

The Internal Verifier is appointed by the CIOB Awarding Organisation approved Teaching Institution/provider and must ensure that both assessors and teachers are suitably qualified to assess CIOB courses.

Internal Verifiers should be competent in the following areas:

- Delivery of the specific course units
- Have a comprehensive understanding of assessment and verification methods and criteria
- Have suitable industrial experience relating to course provision

- Teaching qualifications and/or experience as appropriate or are working towards a qualification

#### **4. Role of the Assessor**

The Assessor is responsible for all assessed work relating to specified units within the Approved Centre. The role is required to conform to the assessment process and marking arrangements within the Approved Centre to ensure a consistent approach. The development of a continuous and rigorous procedure is a key factor in the management of risk, ensuring that when certification is claimed for a candidate, it reliably reflects the achievement of national standards.

The main aspects of the Assessment role:

- Completing assessments within required timescales
- Ensuring that marking and assessment criteria are in accordance with CIOB procedures
- Managing quality of course delivery
- Ensure consistency of compulsory assignment work.

The Assessor is appointed by the CIOB Awarding Organisation approved Teaching Institution/provider. Assessors should be competent in the following areas:

- Delivery of the specific course units
- Have a comprehensive understanding of assessment methods and criteria
- Have suitable industrial experience relating to course provision
- Teaching qualifications and/or experience as appropriate or be working towards one

Marking and assessment criteria are contained within separate policy documentation. "Guidance for Centres and Tutors"

#### **5. Providing a Verification Plan**

The development of a plan for verification is essential and should cover the following aspects:

- Teaching timetable and allocation of units;
- Details of learners registrations and units being taken and when
- Sampling procedures and selection

It is recommended that the Internal Verifier maintains a Sampling Plan which monitors the sampling strategy. The sample should reflect an accurate picture of the quality of assessment in the Centre.

As a general rule, a sampling plan should be no less than 25 per cent of all internally assessed work and should ensure that the work of all course members and all assessors are sampled during the course of the programme. For a new tutor, all work should be internally verified within the first year.

Learners work should be marked in accordance with the marking criteria. The Internal Verifier should also ensure that tutor feedback to learners is constructive and assists learners to gauge their abilities and progression.

**Interim sampling:** This procedure entails a review of the assessment process throughout the course, including a review of candidates work before decisions have been made on any unit and looking at portfolios with one or two completed units. This will also involve checking the progress review report given to candidates by assessors. This will enable the Internal Verifier to determine the quality of general guidance on assessment and assessment planning.

The Internal Verification system will allow problems with assessment to be evaluated at an early stage and identify assessor training or development needs.

**Summative Sampling:** This should involve a review of the decision-making process by the assessors and determine how this was reached. An audit trail is required to ensure the assessor has checked evidence provided. The audit conclusions should be:

- Valid – relevant to standards;
- Authentic – produced by the candidate;
- Reliable – reflecting level of performance consistently demonstrated by the candidate
- Sufficient – meets standards in FULL

It is important that Internal Verification is conducted as an on-going process applied throughout the duration of the course, and not end-loaded. This ensures that Internal Verification is benchmarked consistently throughout the period against learner performance.

## 6. Recording Outcomes

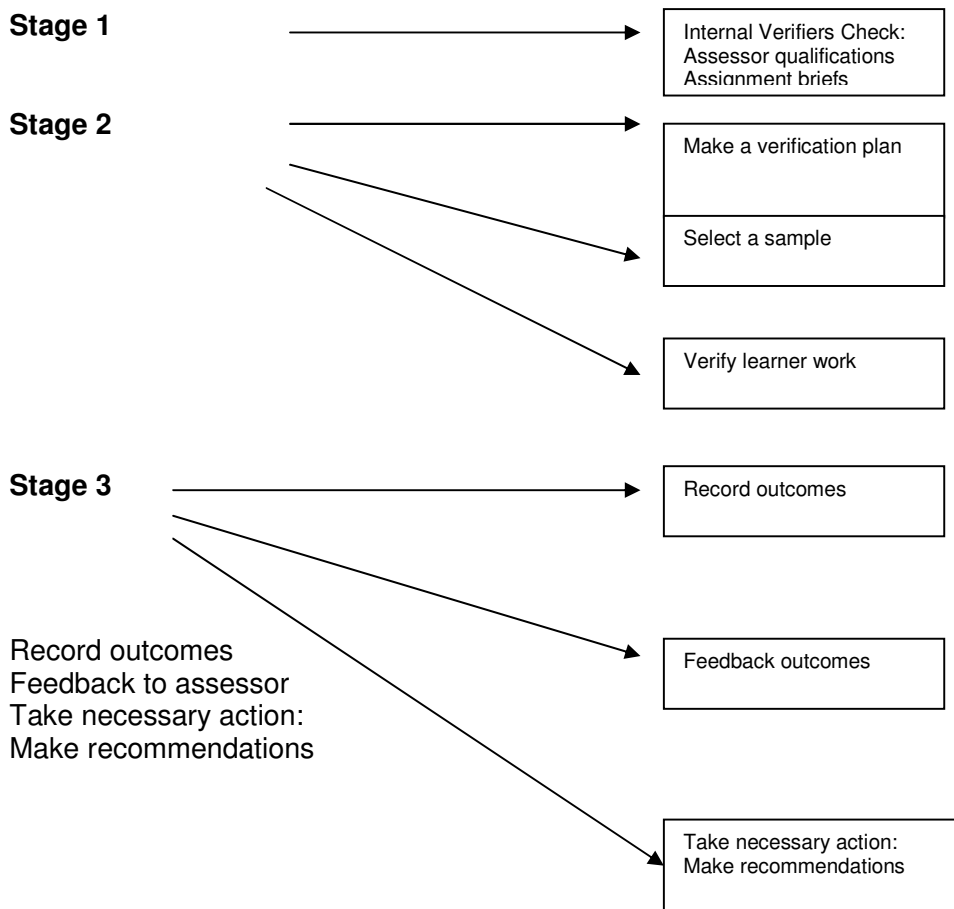
Internal Verification details should be maintained within a course file for production at the External Verification time. Actions should be discussed with the assessors and problems highlighted. The Internal Verifier and assessor are required to sign the completed report. Verification reports should also be discussed by the course team at meetings with records of meetings being held within the course file.

## 7. Sample Internal Verification Plan

Course Title	Awarding Organisation	Course tutor	Internal verifier	Course dates From/ to
Learner 1				
Learner 2				
Learner 3				
Learner 4				
Learner 5				
Learner 6				
Learner 7				
Learner 8				

N.B: If this is a new course or if any of the tutors have not taught on the course before, it is good practice to internally verify all assessed pieces of work.

## 8. Internal Verification Flowchart



## 9. Contact us

For all enquiries relating to the CIOB Awarding Organisation, please contact:

Vocational Coordinator  
The Chartered Institute of Building  
Englemere  
Kings Ride  
Ascot  
Berkshire  
SL5 7TB

Tel: + 44 (0)1344 630 742  
Email: [awardingorg@ciob.org.uk](mailto:awardingorg@ciob.org.uk)