

CANTERBURY COLLEGE POLICY

ASSESSMENT, VERIFICATION & MODERATION POLICY

EFFECTIVE DATE: December 2011

LAST REVIEWED: December 2011

REVIEWED BY: Garry Costain

NEXT REVIEW: December 2013

POLICY LEAD: Director of Curriculum & Quality

POLICY STATEMENT ASSESSMENT, VERIFICATION AND MODERATION

Awarding Bodies require centres to ensure standardisation in assessment, verification and moderation procedures and practice. This policy statement lays down the procedures and practice at Canterbury College in order to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards. It also lays down the standards of service required to meet the expectations of learners.

It is the policy of Canterbury College that:

1. Assessment will meet the needs of the individual learner in line with the Learning Policy and the Inclusive Learning strategy of the College
2. Assessment and internal verification/moderation will be carried out to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards
3. Staff who carry out assessment and internal verification of NVQs must be occupationally competent and hold relevant assessor awards (for staff assessing NVQs) and verifier awards (for staff internally verifying NVQs). Staff who carry out assessment and internal moderation on non-NVQ qualifications must be occupationally competent and/or appropriately qualified to assess or moderate on the qualification in question.
4. Each area of the College will develop and implement an assessment system to comply with College policies and to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards
5. Each area of the College will develop and implement an internal verification/moderation system to comply with College policies and to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards
6. The assessment and internal verification/moderation procedures for each qualification will be made known to students and other stakeholders
7. The College appeals procedure will apply to assessment and internal verification/moderation decisions
8. The Assessment, Verification and Moderation Policy will promote equality and diversity and be consistent with and complementary to all other College policies.
9. The operation of the assessment and internal verification/moderation procedures will be monitored through the College Performance Review system

Principal & Executive Director Date

The policy as stated will be implemented in the following way:

- 1. Assessment will meet the needs of the individual learner in line with the Learning Policy and the Inclusive Learning strategy of the College**
- 2. Assessment and internal verification/moderation will be carried out to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards**
 - 2.1. Assessors and internal verifiers/moderators must be aware of the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards
 - 2.2. Staff development will be provided to ensure staff are trained and updated on Awarding Body requirements and procedures.
- 3. Staff who carry out assessment and internal verification of NVQs must be occupationally competent and hold relevant assessor awards (for staff assessing NVQs) and verifier awards (for staff internally verifying NVQs). Staff who carry out assessment and internal verification on non-NVQ qualifications must be occupationally competent and/or appropriately qualified to assess or moderate on the qualification in question.**
 - 3.1. Staff will be provided with the necessary development for them to achieve Assessor and Verifier awards where appropriate.
 - 3.2. Staff will be assisted by the College to gain the awards and to be kept updated with any changes or amendments from the Awarding Bodies.
- 4. Each area of the College will develop and implement an assessment system to comply with College policies and to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards**
 - 4.1. Each course or programme of study will have an assessment plan, which is made known to learners and other relevant stakeholders.
 - 4.2. The course tutor will be responsible for the implementation of the plan and ensuring assessments take place.
 - 4.3. Assessments will be carried out in accordance with College policies and to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards.
 - 4.4. Assessment decisions will be made promptly and feedback given to students/candidates in line with the College Marking Guidelines.
 - 4.5. Feedback should comment on what has been done well and provide guidance on how work can be improved
 - 4.6. Feedback should include the correction of errors in spelling, punctuation and grammar
 - 4.7. A tracking system to monitor the assessment activity will be in place.

- 4.8. Records of assessment activity will be made available to the internal verifiers/moderators, the College Lead Verifier and to External Verifiers/Moderators.
- 5. Each area of the College will develop and implement an internal verification/moderation system to comply with College policies and to meet the requirements of awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards**
- 5.1. Each course or programme of study will have an internal verification/moderation plan that is consistent with the requirements of College policies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards.
- 5.2. Course tutors will be responsible for the implementation of the plan and ensuring internal moderation take place.
- 5.3. Internal verifiers/moderators will be responsible for ensuring the consistency and reliability of assessment materials prior to issue to students.
- 5.4. Verification/moderation of assessment decisions will be carried out in accordance with requirements of College policies, awarding bodies, the Joint Awarding Bodies Guidance, the NVQ Code of Practice and National Occupational Standards.
- 5.5. Verification/moderation decisions will be made promptly and feedback given to assessors.
- 6. The assessment and internal moderation procedures for each qualification will be made known to students and other stakeholders**
- 6.1. Students/candidates will be made aware of the assessment and internal moderation procedures for their course through the course handbook and at induction.
- 6.2. Other stakeholders including employers will also be informed of the assessment and internal moderation procedures on request.
- 7. The College appeals procedure will apply to assessment and internal moderation decisions**
- 7.1. In the case of an appeal against an assessment decision the work will be re-assessed by another assessor or the internal verifier/moderator.
- 7.2. If the decision is still contested then the College appeals procedure will come into operation.
- 8. The Assessment, Verification and Moderation Policy will promote equality and diversity and be consistent with and complementary to all other College policies**
- 8.1. Equality of access to fair and reliable assessment is guaranteed to all students/candidates.
- 8.2. Students/candidates who wish to have prior experience and /or learning accredited will be provided for.

9. The operation of the assessment and internal verification/moderation procedures will be monitored through the College Performance Review system

- 9.1. Assessment and internal verification/moderation procedures will be monitored through team meetings, annual course reviews and the triennial review process.
- 9.2. Feedback from students on the assessment process will be gathered through such mechanisms as student surveys, meetings with course representatives and student focus groups.
- 9.3. External verification/moderation reports will be sent to Directors, Faculty Heads and Section Managers for action.
- 9.4. Reports will be produced to summarise the performance of the College as a whole and any appropriate actions taken.