



*Version Control*

Updated document to be sent to: Students, Lecturers, Programme Managers, Quality Assurance Team and internal staff including Director of Studies (DoS) and Internal Quality Assurance Board (IQAB).

Type of Document	Code	Change Originator / Owner	Date	Changes Done	Approver
Policy & Procedure	Doc_036_v1	Veronica Sultana	23 <sup>rd</sup> March 2020	N/A	Director of Studies
Policy and Procedure	Doc_036_v2	Tamsin Xuereb	22 <sup>nd</sup> April 2020	Inclusion of exam brief	Director of Studies

## Instructions for Document Users

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<https://ideaed.instructure.com/courses/55>

## Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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## 1. Preamble

The internal verification process establishes and maintains the quality of assessment. It ensures that the standard of assessment is fair, transparent, equitable and consistent across study programmes while maintaining the established national required standards. The process plays a key role in the overall continuous quality improvement process of the Institute.

## 2. The Internal Verification Policy

2.1. The purpose of this policy is to:

- 2.1.1. Support and elaborate the expectations of the Institute's learning and teaching philosophy, in particular the educative principles that:
  - a. Learning activities and assessments are clearly aligned with the established programme learning outcomes; and
  - b. Assessment procedures and practices are valid, fair, flexible and feasible.
- 2.1.2. Recognise the importance of an internal verification process for quality assurance and as a collegial process by which faculty team members develop, maintain and monitor good practice in the assessment of students. An assessment supported by an internal verification process addresses the interests of key stakeholders: students, staff and partners and external stakeholders. Assessment seeks to assure all stakeholders that:
  - a. Assessment good practices are being applied consistently across the institution in all its programmes;
  - b. Student performance is being properly, fairly, equitably, consistently and transparently judged across all students undertaking the same course of study; and
  - c. Achievement by students as aligned to the expected standards and programme learning outcomes, follow best assessment practices and are appropriate and reliable.

2.2. The purpose of internal verification is to:

- 2.2.1. Enhance and maintain the quality and reliability of the delivery and assessment process and to ensure that the established standards and requirements are met in terms of preparation, delivery, assignments, examinations, documentation and certification.
- 2.2.2. Internal verification is a process undertaken to provide a supportive check ensuring that:
  - Assessment and grading are consistent across the programme;
  - Assessment instruments (assignment/exam briefs, tasks, questions) are fit for purpose - i.e. they enable the student to produce evidence which meets the targeted learning outcomes;
  - Assessment decisions accurately judge student evidence against the learning outcomes and feedback given by the assessor meets the required standards of providing support and guidance for improvement to the student; and
  - It provides support and encourages assessors and internal verifiers to develop good practices.

### 3. The Internal Verification Procedure

- 3.1. The Quality Manager coordinates the internal verification process for the summative written assignment and examinations, ensuring that the Internal Verifier has all the required documents and that the process is scheduled within a feasible time frame.
- 3.2. The Internal Verification Process takes place in three phases:
- 3.2.1. *Phase 1: Internal Verification of Assignment/Exam Brief (Tasks)*
- a. The Lecturer forwards the Assignment/Exam Brief to the Quality Manager who forwards it to the assigned Internal Verifier.
  - b. The Internal Verifier checks that the Assignment/Exam Brief is fit for purpose.
  - c. In cases where the lecturer does not agree with the Internal Verifier, the lecturer presents a written statement to the Quality Manager. Another technical expert may be asked to review the Assignment/Exam Brief before a final decision is taken by the Institute. Assignment/Exam briefs are to be internally verified, with any issues addressed, before being distributed to learners.
  - d. It is the responsibility of the Quality Manager to issue Assignment/Exam Briefs.

Refer to: ILMI Assignment/Exam Brief – Internal Verification Form (Doc\_040\_v2).

- 3.2.2. *Phase 2: Internal Verification of Assessment Decisions*
- a. The Sample: There is no prescribed sample size. However, it is recommended that a well-constructed sample should consider:
    - The size of the cohort.
    - The full range of assessment decisions made: fail, pass (merit/credit), distinction whenever this is possible.
  - b. The Lecturer uploads the students' results on Canvas keeping the results hidden from students.
  - c. The Quality Manager prepares the sample and forwards to the Internal Verifier.
  - d. The Internal Verifier reviews the Lecturer's decisions and checks:
    - The work of the student against the assessment criteria and the grading marking scheme and judge whether it has been assessed accurately.
    - The feedback from the Lecturer is accurate and linked to the assessment criteria and marking scheme.
  - e. Following internal verification, if there are any assessment concerns, feedback is provided to the Assessor with any actions applied to the whole cohort and not just the sampled students' work which was internally verified.

- f. If any inaccuracies are identified by the Internal Verifier, these are corrected by the Lecturer before results are made available to the students.
- g. In cases where the lecturer does not agree with the Internal Verifier, the lecturer presents a written statement to the Quality Manager. Another technical expert may be asked to review the Assessment Decisions before a final decision is taken by the Institute.
- h. The Internal verification process must take place and be concluded before students receive the result of their achievement and feedback.
- i. It is the responsibility of the Quality Manager to issue results.

Refer to: ILMI Assessment Decisions – Internal Verification Form (Doc\_055\_v1).

### 3.2.3. Phase 3: Programme Verification

- a. The Programme Verifier will ensure that the programme quality and standards are met.
- b. The Programme Verifier ensures fairness and consistency in the assessment decisions of all the units of a Study Programme.
- c. The sample sent to the Programme Verifier is indicative of the internal verification process which was carried out according to the ILMI Internal Verification Policy and Procedure.

Refer to: Programme Internal Verification Report Template (Doc\_056\_v1)

### 3.4. Resources required by the Verifier:

- ILMI Assignment Brief – Internal Verification Form.
- ILMI Assessment Decisions – Internal Verification Form.
- The Assignment/Exam Brief: tasks, assessment criteria and marking scheme.
- Sample of assessed students' work.



#### 4. Supporting Documents

- ILMI Ethos
- Internal Quality Assurance Policy
- Assessment Policy
- Assessment Criteria and Marking Scheme
- Programme Regulations

## IDEA Leadership and Management Institute

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Forming part of IDEA Group, IDEA Leadership and Management Institute (ILMI) is fully accredited by the National Commission for Further and Higher Education, Malta (NCFHE) to offer accredited courses from MQF Level 4 to MQF Level 7.

License number: 2014-FHI-015

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