



## **Sussex Business School Limited**

### **Internal Verification Policy**

#### **Aims:**

- To ensure that Internal Verification is valid, reliable and covers all assessors and programme activity
- To ensure that the IV procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of IV decisions

#### **Process:**

In order to do this, the Centre will:

- Ensure that all centre assessment instruments are verified as fit for purpose
- Verify an appropriately structured sample of assessor work from all programmes, sites and teams, to ensure centre programmes conform to national standards and external verification requirements
- Plan an annual internal verification schedule, linked to assignment plans
- Define, maintain, and support effective internal verification roles
- Ensure that identified staff will maintain secure records of all internal verification activity
- Brief and train staff of the requirements for current IV procedures
- Promote internal verification as a developmental process between staff
- Provide standardised IV documentation
- Use the outcome of internal verification to enhance future assessment practice

This policy will be reviewed every 6 months by the Centre Manager and the Programmes Manager.