

## Effective internal verification of assignment briefs and assessment decisions – answers

1. Internal verification of the assignment brief must take place prior to issuing the brief to students.

**True**

False

**Assignment briefs must be internally verified, with any issues addressed before being distributed to students. You may choose to do this at the start of the year or shortly before issuing the brief to students. If the second approach is taken, you should ensure sufficient time is allowed for this process as if actions are required, the brief will need to be internally verified again before being given to students to start assessment.**

2. Internal verification of the assignment brief is an annual requirement.

**True**

False

**It is an annual requirement, even if the content has not changed. The assessment dates and assessor details should be updated and the IV process is to check the deadlines and assignment remains fit for purpose for the new cohort of students. You may also decide to make improvements to the brief based on your experience of delivering and assessing the unit, and instances of plagiarism and malpractice can be reduced when the assessment format is changed annually.**

3. You do not need to internally verify a Pearson authorised assignment brief.

True

**False**

**Pearson authorised assignment briefs (AABs) must also be internally verified to confirm clear deadlines are given and that the assignment remains fit for purpose. The IV document shows an asterisk – \* for the questions to answer if an authorised brief is used. If an AAB is used but the scenario or tasks are amended, all checklist questions must be reviewed.**

4. If a unit has multiple assignments, you can delay internal verification of assessment decisions until the end of the unit when all assignments are complete.

True

**False**

**Internal verification of assessment decisions should be timely and take place shortly after student work has been formally assessed for each assignment. It is not permissible to delay internal verification until the end of a unit or later in the year.**

5. You should internally verify 25% of assessment decisions

True

**False**

**Centres should use a risk-based approach when deciding the sample size. You must cover all assessors and units and consider; including all grades (e.g. pass, merit, distinction), the experience of the assessors, whether it is a new programme or unit, the size of the cohort and any known issues (e.g. SV feedback).**

6. During internal verification of assessment decisions, if a student's achievement is not agreed, you should provide feedback to the assessor explaining why and set clear actions.

**True**

False

**It is important to clearly indicate which assessment criteria have been inaccurately assessed and state why. Remember, the comments provided are to the assessor and not the student.**

7. Students should receive their assessment record with feedback after the assessment decisions for the assignment have been internally verified.

**True**

False

**Internal verification of assessment decisions must take place before students receive their feedback and confirmation of achievement, as it is not confirmed until this has happened.**

8. We must internally verify all resubmissions.

True

**False**

**There is no need to internally verify resubmissions if there have been no issues with the assessor's decisions at first submission and the grades have not improved. However, they should be internally verified if the student's grade has shown improvement, to safeguard against any potential malpractice issues. Also, if the first submissions from students show only pass or merit criteria achievement and higher-grade criteria are awarded for the resubmitted work, then a sample of the resubmissions must be internally verified to ensure that the award of the higher-grade criteria is accurate as this would not have been seen in the internal verification of the initial submissions.**

9. Internal verification of resubmissions can be detailed on the initial submission IV document.

**True**

False

**Just ensure it is clear what was achieved at initial submission and resubmission.**

10. If the assignment brief is fit for purpose or assessment decisions are accurate, feedback to the assessor on the related IV document is not required.

True

**False**

**The internal verifier should give SMART feedback to the assessor, identifying strengths and areas for development. If the brief is not fit for purpose, clear actions should be provided with a date for completion, and these should be reviewed once completed. Assessment decisions feedback could be linked to accuracy of assessment, quality of feedback etc.**

11. You should only sign and date the IV of the assignment brief/assessment decisions forms once all actions are complete and it is fit for purpose / assessment decisions are agreed.

**True**

False

**The assessor and IV should not sign and date the document until the brief is fit for purpose/assessment decisions are agreed. Remember, accepted formats are scanned signatures or a typed name.**