



<b>Policy:</b>	<b>Assessment and Internal Verification Policy</b>
<b>Date of approval:</b>	March 2026
<b>Effective date:</b>	April 2026
<b>Next review date:</b>	March 2027

## **1. Purpose**

Kingsford Education Group (KEG) is committed to ensuring that all assessment practices are fair, consistent, transparent, and aligned with academic standards and awarding body requirements.

The purpose of this policy is to establish a comprehensive framework for assessment, internal verification, moderation, and standardisation processes that ensure the integrity, validity, and reliability of assessment decisions.

This policy aims to ensure that:

- Assessment is valid, reliable, fair, and fit for purpose
- Learners are supported to achieve their full potential
- Assessment decisions are consistent and evidence-based
- Quality assurance processes are robust and effective
- Regulatory and awarding body requirements are fully met

## **2. Scope**

This policy applies to all staff involved in assessment and quality assurance, including assessors, internal verifiers, programme leaders, and academic managers.

It applies to all programmes delivered by KEG and covers all types of assessment, including initial, formative, and summative assessment, as well as all internal quality assurance activities such as internal verification, moderation, and standardisation.

The policy applies throughout the learner journey, from entry to final certification.

## **3. Definitions**

Assessment is the process of evaluating learners' knowledge, understanding, skills, and competencies against defined learning outcomes and assessment criteria.

- Internal Verification, also referred to as Internal Quality Assurance, is the process by which assessment decisions are reviewed to ensure consistency, accuracy, and compliance with required standards.
- Internal Moderation is the process of reviewing marking of externally set assessments to ensure consistency and fairness.
- Standardisation refers to activities designed to ensure that all assessors and internal verifiers apply assessment criteria consistently and in line with awarding body expectations.

#### **4. Principles of Assessment**

Assessment at KEG is based on the following principles:

- Assessment is valid and measures what it is intended to measure
- Assessment is reliable and produces consistent outcomes
- Assessment is fair and accessible to all learners
- Assessment is transparent with clear criteria and expectations
- Assessment is authentic and reflects the learner's own work
- Assessment is current and relevant to programme requirements
- Assessment is sufficient to demonstrate achievement
- Assessment is designed not only to measure performance but also to support learning through constructive and developmental feedback.

#### **5. Assessment Framework**

Assessment at KEG is structured to support effective learning and achievement.

Initial assessment is used to determine learners' starting points and support appropriate placement.

- Formative assessment is used throughout the programme to provide feedback and support learning development.
- Summative assessment is used to evaluate achievement against defined learning outcomes and criteria.

A range of assessment methods will be used, including written assignments, examinations, presentations, practical activities, portfolios, and work-based assessment, ensuring alignment with programme specifications and awarding body requirements.

#### **6. Internal Verification and Quality Assurance**

KEG operates a structured and robust internal verification system to ensure the quality and consistency of assessment practices.

Internal verification activities include:

- Verification of assignment briefs prior to issue to learners
- Sampling of assessed work across learners, assessors, and units
- Review of assessment decisions to ensure consistency and accuracy
- Providing feedback to assessors to support improvement

Sampling strategies will be planned to ensure appropriate coverage of all assessment activity, including different assessors, units, grade levels, and learner groups.

Internal verification will be conducted by suitably qualified staff and, where possible, independently of the original assessment decision.

## **7. Moderation and Standardisation**

KEG ensures that moderation and standardisation processes are implemented effectively to maintain consistency across programmes.

Internal moderation will be used to review marking practices and ensure consistency across assessors.

Standardisation activities will be conducted regularly, normally at least once per term, to ensure that all assessment decisions align with awarding body requirements.

These activities also provide opportunities for sharing good practice and supporting staff development.

## **8. Feedback and Assessment Turnaround**

KEG is committed to providing timely and constructive feedback to learners.

Feedback will:

- Be clearly linked to assessment criteria
- Identify strengths and areas for improvement
- Support learners in improving future performance

Assessed work will normally be returned within a defined timeframe, typically within two weeks, unless otherwise specified.

## **9. Record Keeping and Documentation**

KEG will maintain accurate and comprehensive records of all assessment and internal verification activities.

Records will:

- Provide evidence of assessment decisions
- Support internal and external audit processes
- Be retained in accordance with awarding body requirements

Appropriate systems will be used to ensure effective tracking, monitoring, and storage of assessment data.

## **10. Roles and Responsibilities**

Assessors are responsible for designing and conducting assessments, making fair and consistent decisions, providing feedback, and maintaining accurate records.

Internal verifiers are responsible for sampling assessment decisions, ensuring consistency, supporting assessors, and contributing to standardisation activities.

Programme leaders and academic managers are responsible for overseeing assessment practices, ensuring compliance, and supporting staff.

Kingsford Education Group is responsible for maintaining effective quality assurance systems, ensuring staff competence, and monitoring assessment practices.

## **11. Equality and Inclusivity in Assessment**

KEG ensures that assessment practices are inclusive and accessible to all learners.

Reasonable adjustments will be made in accordance with awarding body requirements to support learners with additional needs.

Assessment processes will take into account diversity and ensure that no learner is disadvantaged.

## **12. Academic Integrity and Malpractice**

KEG is committed to maintaining the integrity of assessment.

- All learners and staff must comply with KEG's Academic Integrity Policy.
- Malpractice includes any action that compromises the integrity of assessment, including plagiarism, cheating, fabrication of evidence, or improper assistance.
- All suspected cases will be investigated in accordance with KEG procedures and awarding body requirements.

## **13. Assessment Appeals**

Learners have the right to appeal against assessment decisions.

- KEG operates a clear and structured appeals process that includes informal resolution, formal review, and independent consideration.
- Appeals must be submitted within specified timeframes and will be handled fairly and transparently.

#### **14. Staff Development and Competence**

KEG ensures that all staff involved in assessment and internal verification are appropriately qualified and competent. Staff will engage in continuous professional development to maintain and enhance their knowledge and skills in assessment and quality assurance.