

## Verification

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website



University of the  
Highlands and Islands  
West Highland College

Oilthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

# Verification Policy

ELT manager	Assistant Principal, Quality Learning & Teaching
Responsible officer	Quality & Registry Manager/Head of Centre
Date first approved by BoM	31 March 2011
First Review Date	31 March 2013
Date review approved by BoM	28 June 2017
Next Review Date	June 2021
Equality impact assessment	Completed
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
QA	01/05/2017	Completely overhauled
QA	29/10/2018	Updated: Links to UHI Regulations and WHC Policies reinstated as per C&G Systems Visit

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## 1. Purpose

The purpose of this Policy is to:

- Define the professional requirements and process to be adopted for internal verification of assessed provision across all areas of the College;
- Ensure the quality assurance and enhancement of curriculum assessment and verification within the College;
- Provide a consistent, professional and an equitable standard across all areas of delivery and all students; and
- Provide a framework within which internal verification activity will be planned, managed and undertaken.

## 2. Scope

This policy in conjunction with verification procedure applies to all provision delivered by the College where assessment for certification is wholly or partly the responsibility of the College.

This policy includes the development of assessment methods and instruments; the standardisation and verification of evidence; and the recording process to meet the criteria set by all awarding bodies with whom the College works.

This policy should be read alongside the terms and requirements of the College Assessment Policy.

## 3. Policy

Internal verification is a central process in ensuring the quality of delivery and assessment of all College course provision. As a result, the internal verification process is subject to strict planning, professional control and monitoring arrangements.

The role played by internal verification is essential in ensuring and enhancing the standard of curricular provision across the College. This role goes well beyond the basic principle of ensuring that the development of assessment instruments and the marking of assessments meets the basic standards established by an awarding body.

Internal verification is part of the professional support and development arrangements in place across the College, and internal verification (and internal verifiers) should be seen as a professional support resource and source of good practice dedicated to ensuring and enhancing the academic quality and standards of the College for the benefit of students.

Verification requirements differ from awarding body to awarding body, and this policy in conjunction with the verification procedure is designed to establish clear guidelines on the minimum approach to be adopted across the College. Where an awarding body sets a verification process, condition or requirement that is in excess of this policy and procedures, those requirements must be followed and the appropriate verification records updated to highlight this.

Verification is an essential activity for all staff involved in the delivery and assessment of curriculum, and all staff have a professional responsibility to ensure that they are fully aware of, and competent in, the verification requirements that relate to their area of work.

The procedures apply to all Awarding Bodies qualifications (including those that are subject to statutory regulation by SQA Accreditation Ofqual).

## 4. Responsibilities

- The Quality & Registry Manager/Head of Centre is responsible for the implementation and development of this policy.
- All West Highland College UHI staff are responsible for the effective operation of this Policy.
- The Quality & Registry Manager/Head of Centre is responsible for monitoring its effectiveness.

## 5. Internal Verifier Qualifications, Experience and Remit

All staff who internally verify qualifications must have occupational experience, understanding and any necessary qualifications, as specified in the requirements of the award being assessed and internally verified. Such requirements can be found in the award assessment strategy, specification, operational handbook, arrangements documentation, and group award strategy or similar.

Internal verifiers of **regulated qualifications** must hold the relevant qualification or achieve the Internal verification qualification within 18 months of starting to practise where no alternative timescale is stated in an assessment strategy.

## 6. Data Protection

To comply with the law, personal information must be collected and used fairly, stored and disposed of safely, and not be disclosed to any other person unlawfully.

Refer to [WHC UHI Data Protection Policy](#)

## 7. Review

This policy will be reviewed every 5 years or sooner if required.

## 8. References

This policy will operate in conjunction with and be supported by the following.

WHC UHI Verification Procedure

WHC UHI Assessment Policy

WHC UHI Assessment Procedure

WHC UHI Data Protection Policy

WHC UHI Appeals Policy

WHC UHI Malpractice Policy

[SQA Results Service](#)

[SQA Guide to assessment](#)

[E-assessment Guide to SQA](#)

[SQA Effective Practice](#)

[SQA National Qualifications Prior Verification](#)

[WHC UHI Records Management and Archiving Policy and Procedure](#)

[SQA Assessment Arrangement Webpage](#)