

ESOL

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Verification

Internal Verification

The purpose of Internal verification is to establish a centre-devised system for systematic monitoring of the quality of ESOL assessment, to make sure that it is consistent, fair and reliable across all Assessors in any one centre.

Internal Verifiers

The Internal Verifier is at the heart of Quality Assurance in ESOL, both within the national framework and with the quality and management systems of each approved centre. The role, in terms of managing assessment so that it consistently meets National Standards, is central to maintaining public confidence in each and every ESOL qualification issued.

As such, the Internal Verifier is a key factor in managing risk, ensuring that when certification is claimed for a candidate they have achieved the National Standards.

Internal Verifiers must be competent in ESOL assessment and hold, an appropriate ESOL teaching qualification.

Entry 1, 2, 3

Candidates obtain the whole qualification at Entry Level by passing all three modes:

- Speaking and Listening (SL)
 - Listen and Respond
 - Speak to Communicate
 - Engage in Discussion
- Reading (R)
- Writing (W)

Level 1 & Level 2

Learners can obtain the whole qualification at Level 1 or Level 2 by passing in all three modes:

- Speaking and Listening (SL)
 - Listen and Respond
 - Speak to Communicate
 - Engage in Discussion
- Reading (R) The unit test will be assessed by means of the National Literacy Test
- Writing (W)

Large Teams

Where the centre has a large team, including a number of Internal Verifiers, it is beneficial to appoint a Senior or Co-ordinating Internal Verifier. With this model, the Senior Internal Verifier would also monitor performance and maintain development plans for the other Internal Verifiers.

Internal Verifier Role

Verifying Assessment

To ensure consistent and reliable assessment and Internal Verification decisions.
To monitor the quality of assessment and highlight problems, trends and development needs of assessors.

There are three strands to verifying assessment:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgements

Please use this table as a guide on sampling for Assessors, for the first 3 years of Internal Verification.

Year	Subject	Internal Verification
Year 1	Speaking and Listening	100%
	Reading	30%
	Writing	100%
Year 2	Speaking and Listening	50%
	Reading	20%
	Writing	50%
Year 3	Speaking and Listening	30%
	Reading	10%
	Writing	30%

Sampling

The sampling strategy for each centre will vary according to the needs of the centre and the particular ESOL programme, but in all cases must be agreed with External Verifier.

In defining the strategy, all the following should be taken into account:

- Size of sample needed to ensure reliability
- Assessors - number, experience, workload and location
- Range (if any) of assessment sites, satellites
- Candidate cohorts, e.g. full-time/part-time, different employees, different programme start dates - particularly focusing on any problem unit(s)

The frequency of Internal Verification is for the centre to decide. However, please see the table for a guide on sampling Assessors, for the first 3 years.

Internal Verification takes place based on a sample of candidate performances.

This must represent a wide range of achievement, including those attracting highest, average and lowest marks.

As consistency is imperative, sampling for each tutor/assessor of ESOL should include marking of at least two candidates.

Monitoring assessment practice

- To ensure that National Standards of assessment are adhered to by all assessors
- To identify problems or areas where Assessors require advice/development
- To ensure that candidates are aware of and satisfied with the assessment process

Monitoring assessment includes the Internal Verifier sampling Assessors. It also includes reviewing the Internal Verification records completed with each Assessor and evaluating all aspects of their performance, as recorded in the Internal Verification records.

Internal Standardisation

The simplest means of completing a standardisation review is to collate copies of evidence presented for unit accreditation and ask each Assessor to make a decision based on what is in front of them. It is also helpful to ask them to note any queries they may have, e.g. further information needed.

Internal Verification exercises should be repeated at intervals to ensure that messages are reinforced.

The aim should be to put in place procedures that will provide ongoing feedback to tutors/assessors.

This will be dependent on:

- The skills and experience of Internal Verifiers
- How long the centre has been running the qualification
- How long the qualification has been available

If action to adjust assessment is found necessary, a plan should be in place to ensure that this is completed before External Verification takes place. The External Verifier may wish to see this as part of their monitoring role.

Developing and Supporting Assessors

The Internal Verifier must ensure that all Assessors in the centre have:

Copies of test papers, instructions and mark schemes

The identified resources/equipment/facilities, e.g. video, tape as specified on the test paper

A copy of the instructions for candidate examination (ICE document)

Access to the Guidance and National Standards document

Access to appropriate training and support

External Verifier

The External Verifier's first port of call is the Internal Verifier, who will be expected to have a range of information to hand:

- Numbers of current, registered candidates per subject/level
- Candidate centre enrolment and awarding body registration details
- Assessor details
- Candidate special assessment requirements
- Assessment records and plans
- Candidate support resources available
- Assessment sites
- Satellite, franchise arrangements
- Internal Verification sampling strategy
- Internal Verifier records including feedback to Assessors, discussions with candidates, records of claims for certification

Role Summary

Internal Verifiers will be responsible and accountable for:

- Regularly sampling evidence of assessment decisions made by all assessors across all programmes within the centre. Sampling must include some (speaking & listening) direct observation of assessment practice
- Establish procedures to develop a common interpretation of the test requirements between assessors
- Monitoring and supporting the work of assessors within the centre
- Maintaining up-to-date records of internal verification and sampling activity and ensuring that these are available for the purposes of External Verification aspects of ESOL assessment in order to monitor, and ensure, consistency in the interpretation and application of standards
- Facilitating appropriate staff development and training for assessors
- Providing feedback to the External Verifier of the effectiveness of assessment ensuring that any corrective actions required by the awarding body are implemented within agreed timescales
- Internal Verifiers must not verify evidence they have assessed

Assessors will be responsible and accountable for:

Managing the system of assessment from assessment planning, through to marking and recording assessment decisions, as required by the awarding body

Maintaining accurate and verifiable candidate assessment and achievement records, as required by the awarding body.

Centre self-assessment

The Internal Verifier is responsible for ensuring that the Centre Self-Assessment Report Form (ESOL-CSA) is completed at the beginning of each year and submitted to the External Verifier.

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Contact us

For further information see the Guidance and National Standards document or contact us at:

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