

Frequently Asked Questions (FAQs)

We are a large organisation – can we have more than one internal verifier?

Yes – you can share out responsibility for internal verification amongst the staff.

You might want to allocate specific units to different members of staff to lead on internal verification.

Alternatively, you could have a team approach – with all staff working together on understanding standards, providing mutual support in the internal assessment process and cross-marking each other's assessments.

Do I need to have specific qualifications or experience to be an internal verifier?

The internal verifier needs to have sufficient subject knowledge to understand the content of assessments and national standards for the award, and be able to confirm that reliable assessment judgements have been made.

We are asked to send evidence of internal verification to SQA with HN assessments for prior verification. What kind of evidence is expected?

A named internal verifier needs to confirm that they have approved the version of the assessment sent to SQA as a valid assessment. This could be in the form of a signed front page for the assessment, or a footer on each page of the assessment.

The SQA qualifications verifier will be able to give you better feedback if they can see records of internal verification of the assessments – an exemplar pro forma has been provided for this, if you want to use it (see the section of the IV toolkit on pre-delivery and understanding standards).

We are asked to provide evidence of internal verification to SQA with candidate assessments for SQA qualification verification. What kind of evidence is expected?

You should provide evidence of sampling and confirmation of results by the internal verifier.

An exemplar pro forma is provided in the toolkit for recording sampling of candidates' assessments, feedback to the assessor and any actions taken – if you want to use them (see the section of the IV toolkit on support and sampling during delivery).

You should provide information when providing assessments to SQA for verification about how your process of internal verification works, and particularly how you ensure that all staff involved in assessment have a consistent interpretation of the standards under assessment.. The self-assessment pro forma provided could be helpful in explaining this (see the section of the IV toolkit on self-assessment).

Do we need to use SQA recording documentation for internal verification?

No, there is no requirement to use the recording documentation provided by SQA in the IV toolkit. The pro formas provided in this toolkit are just exemplars which you can choose to use or adapt if you wish.

You may wish to use other types of paper forms, or other electronic records.

You can use existing records as evidence of internal verification, if they cover the relevant issues - e.g. minutes of staff meetings where standards were discussed.

Within your centre, there should be a single policy for internal verification, but you may vary recording documentation to accommodate the range of awards the centre is verifying.

What happens if the internal verifier disagrees with the assessment judgements of the assessor?

Firstly, don't leave verification to sampling at the end of delivery – focus on ensuring there is a common understanding of the standards before carrying out assessment, and sample assessments during delivery, so that any issues can be addressed.

You should not submit any Unit results for candidates until the issues identified through internal verification are resolved and the internal verifier that resulting can take place

If there is a difference of opinion, there should be a professional dialogue to reach consensus.

If necessary, involve a third party to provide another opinion, or as a sounding-board – this could be e.g. another colleague or a manager.

Is sampling the same as cross-marking? Is cross-marking internal verification?

The SQA document [Internal Verification: A Guide for Centres offering SQA Qualifications](#) defines a range of standardisation activities which can be carried out by assessors to develop their shared understanding of the standards, and to support staff who are new to assessing the qualification – this includes cross-marking/cross-assessment, agreement trials, dual assessment, evidence review, double-marking and blind marking.

Sampling is undertaken by the internal verifier to ensure that national standards are being applied consistently by all assessors.

The guidance on sampling strategies in the toolkit explains the criteria which should be taken into account when constructing the sample to be verified - e.g. first delivery of a qualification or level, a new or inexperienced assessor, different candidate groups/locations/methods of assessment, issues identified at previous internal or external verification (see the section of the IV toolkit on support and sampling during delivery).

Do we need to internally verify re-assessments?

If a different assessment is required for re-assessment attempts to maintain the integrity of the assessment, and you are devising this yourself, then it should be internally verified before being used. We would also strongly recommend that it is sent for prior verification by SQA.

Candidate evidence produced for re-assessment attempts should be included within your internal verification sample, to ensure that national standards are being maintained.