**Internal Verification**

**Scenario 1 Answer**

Centre X has 3 campuses, all delivering Business Accounting to HN Business students.

There are 4 assessors and 2 IVs involved in the assessment process.

There are 85 candidates in total at the centre.

They are made up of the following:

Campus 1 2 x classes of 15 each full time students

1 x class of 10 part time evening class students

Campus 2 1 x class of 25 full time students

Campus 3 1 x class of 20 full time students

The assessment and IV team are having a pre delivery meeting in line with good practice. They have agreed on the teaching schedule to be used in all 3 campuses which includes the agreed dates for assessments.

The IV has prepared the pre-delivery documentation and the team are now trying to decide which assessment instruments will be used.

The full time students are in Campus 1 on Tuesdays – Fridays

The Full time students are in Campus 2 on Monday, Wednesday and Friday

The full time students are in Campus 3 on Monday, Wednesday, Thursday and Friday.

The part time evening students are in on Wednesday evening.

**What day should the assessment take place? Why?**

**The best day would be the Wednesday and it would be better if the evening class group could be asked to attend for their exam on the same day as all of the other candidates. If all of the candidates are assessed on the same day in an assessment event which takes place at the same time then there can be no problem with using the same assessment instrument for all of the candidates. This would allow for a consistent approach by all assessors.**

At the next meeting, nearer to the date of the assessment, the team are again arguing about the assessment instrument to be used.

The team at Campus 1 would like to use Exemplar 1, the team at Campus 2 would like to use their own assessment and the team at Campus 3 do not care!

**How should the IV decide which assessment instrument should be used?**

**The team should decide upon an assessment instrument which has been subject to Internal Verification. This might be an SQA Exemplar or a centre devised assessment but either way both should have been subject to IV.**

**The candidates must NOT be given any indication of the content of the assessment instrument prior to the assessment event.**

**All of the exemplars are prepared to the same level so there will be no issue with ensuring that they are appropriate.**

**What should the assessors do prior to the use of the assessment instrument?**

**The assessment instrument must have been subject to IV. Any alterations to the marking scheme should be agreed upon before the marking of the assessments begins to ensure that there is a consistent approach across assessors, groups and modes of attendance.**

**If the team are using a centre devised assessment then it is recommended that this is submitted to SQA for Prior Verification well in advance of the required date to allow for any amendments to be made and approved.**

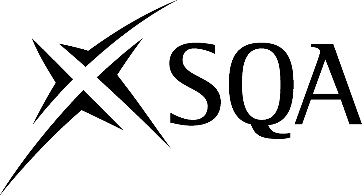
**The standardisation meeting to review the assessment instrument should be recorded fully and actions prepared and undertaken before the assessment event.**

**Appropriate accommodation should be arranged for the assessment event.**

**Arrangements for marking the scripts and sharing out the marking across assessors to ensure that no bias is possible.**

**The IV sample size should be agreed but it should also be made clear that scripts where assessors are unable to make definitive assessment decisions will be discussed with fellow assessors and IVs.**

**The IVs should plan to review scripts which are on the cusp of grades.**

**Internal Verification**

**Scenario 2 Answer**

Centre X has 3 campuses, all delivering Business Accounting to HN Business students.

There are 4 assessors and 2 IVs involved in the assessment process.

There are 85 candidates in total at the centre.

They are made up of the following:

Campus 1 2 x classes of 15 each full time students

1 x class of 10 part time evening class students

Campus 2 1 x class of 25 full time students

Campus 3 1 x class of 20 full time students

The assessment has now taken place and there are 79 scripts to be marked. The centre policy is that the scripts should be marked and subject to IV within 10 working days of the assessment event.

The assessors have been asked to mark all of their scripts and have them ready for 7 working days time to allow the IVs to review the scripts.

The centre policy is to sample of √ +1. This equals 11 scripts.

**How many scripts should the IVs sample from each assessor?**

**It would be advisable to sample 3 scripts from each assessor. One for each grade C-A. However, it would be appropriate to review some scripts which are fails and ensure that scripts are reviewed which are on the cusp of grades. The minimum number of scripts will be 12 with the anticipation that more will be sampled.**

**How will the IV select an appropriate number of candidate scripts?**

**Grades C-A for each assessor with at least 1 fail. Scripts on the cusp of grades and any scripts where the assessment decision was not clear.**

**What criteria should they use to sample the papers?**

**The sample will be chosen across the following criteria:**

* **Assessors**
* **Campus**
* **Mode of attendance**
* **Group/cohort**

**Will they have to stick to the sample size?**

**No. The sample size calculated is the minimum number of scripts which must be subject to IV but the IVs may choose to review more scripts to form an opinion that the assessment decisions are standardised across all groups, modes of attendance and assessors.**

**A mix of ages and genders should be chosen if possible to give a broad range of scripts to review.**