Newbattle Abbey College
Colaiste Abaid a'Bhatail Nuaidh

ASSESSMENT & VERIFICATION POLICY AND PROCEDURE

1. Purpose

This policy provides guidance to students and teaching staff on Assessment and Verification.

2. Scope

2.1 This policy applies to all summative assessments and describes procedures to ensure the integrity of the assessment process and maintenance of quality standards.

2.2 This policy should be read in conjunction with the College Equalities and Diversity Policy.

3. Responsibilities

3.1 The Depute Principal is responsible for the implementation and development of this policy and for monitoring its effectiveness.

3.2 Teaching staff and students are responsible for the effective operation of this policy.

3.3 Support for Learning staff are responsible for authenticating the need for any special assessment arrangements and for seeking approval from the awarding body for implementation.

3.4 All roles and responsibilities relating to Qualifications Scotland activity are recorded in Appendix 1.

4. Assessment

Staff involved in the assessment process must declare a personal interest in the outcome of an assessment which amounts to conflict of interest, which poses a risk to the integrity of assessment. Qualifications Scotland roles and responsibilities can be found in Appendix 1 of this policy.

Staff should make a declaration if they are related to, or have a personal relationship with, a candidate, and are currently deployed to:

- set assessments which this candidate will undertake
- make assessment judgements on this candidate's evidence
- internally verify assessment decisions on this candidate's work
- invigilate an assessment which this candidate is sitting

Conflict of Interest should be reported, using the form in Appendix 2 of this policy.

4.1 Internal Assessment – number of attempts

4.1.1 Students will be allowed no more than two attempts to achieve a satisfactory standard in any one assessment (unless stated otherwise in the Unit Specification or in the National Assessment Bank materials).

4.1.2 Where a student is absent at the time an assessment is offered, or does not submit an assessment on time, this will be recorded as one attempt unless the absence was previously approved (via an extenuating circumstance request form) by the member of staff conducting the assessment or evidence of a genuine reason for absence or lateness can be given, including a medical certificate.

4.1.3 Where appropriate, an alternative instrument of assessment will be used for any re-assessment.

4.1.4 Assessment evidence will be retained by the college for the purpose of verification.

4.1.5 Where a student has failed only one assessment in the course (4.1.1) a third attempt at assessment may be offered. (At the discretion of the unit lecturer).

4.1.6 Extenuating circumstance requests (4.1.2) will be considered up to and one week after assessment. You may be required to provide evidence of the extenuating circumstance.

5. Special assessment arrangements

5.1 Where a candidate is likely to have difficulty in demonstrating attainment through the standard assessment arrangements because of additional support needs, alternative assessment arrangements will be put in place by Support for Learning staff and the teaching team in line with Qualifications Scotland guidance.

6. Qualifications Scotland - National Assessment Bank (NAB) Materials

6.1 NAB assessments are confidential.

6.2 It is the responsibility of the assessors under the guidance of the Qualifications Scotland Co-ordinator or Curriculum Manager to ensure the security of NAB and other electronic format assessment materials obtained from the Secure Area of Qualifications Scotland's website.

6.3 Teaching staff are responsible for maintaining the confidentiality of NABs by ensuring that they are stored in a secure and identified central location and by controlling the issuing of assessment papers to students.

7. Verification

7.1 It is essential that assessment decisions are in line with national standards. The internal and external verification process is in place to ensure that all assessments are applied consistently for all candidates and that the final assessment mark is accurate, reliable and recorded.

7.2 It is the responsibility of all teaching staff to participate in the verification process by keeping the necessary records, attending verification meetings and submitting marked student assessments, as requested.

7.3 Results for internally assessed units are final only after internal and/or external verification.

7.4 All assessment evidence, which has been internally verified, will be retained until all post-certification reports have been received from Qualifications Scotland and the internal audit is complete. All other assessment evidence and records should be kept for scrutiny as per internally verified assessments.

7.5 The Qualifications Scotland Quality Assurance procedure consists of the following:

- Round 1 Verification notification in Nov/Dec
- Round 2 verification notification in Feb/Mar
- External Verification Visits variable
- Systems Verification Visits every 2/3 years
- Post-certification Quality Assurance as notified in June/Sept

The Qualifications Scotland Co-ordinator/Curriculum Manager will notify staff as soon as the requests from Qualifications Scotland are made. This may coincide with internal IV cycle or it may result in additional IV reporting.

Internal verification report forms can be found in Appendix 3 of this policy.

8. Malpractice in assessment – see Malpractice in Assessment and Verification Policy

9. Academic Progress

9.1 Continued satisfactory academic progress throughout a student's course of study is required and is specified in the Student Attendance Policy.

9.2 Academic progress will be monitored through a student's Attainment tracker. And addressed by the unit lecturer, then Course Tutor then when required raised with Curriculum Manager.

9.3 Continual failure to submit course work to the required standard and/or deadlines or to achieve summative assessments or failure to meet the agreed requirements of any support or recovery plan may lead to a student being withdrawn from their course of study.

10. Appeals – see Student Appeals Procedure (Learning & Teaching Issues)

10.1 Students have the right of appeal against assessment decisions, which may adversely affect his/her academic achievement, if they feel there are just grounds such as error, inconsistent judgment, misinterpretation or unfairness.

11. Data Protection Act 1998 and GDPR Regulations 2018

11.1 The processing and handling of personal data is only undertaken in the legitimate operation of the business of the college.

12. Review

Please refer to the College 'Policies and Procedures Lists and Status' for review timetable.

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

Title:	Assessment and Verification Policy and Procedures
Lead Officer:	Depute Principal
Date last reviewed	November 2025
Next Review date:	November 2028
Approved By:	BOD
Date first approved:	August 2003

Appendix 1

Roles and Responsibilities Relating to Qualifications Scotland Activity

Qualifications Scotland Co-ordinator

Task	**Staff**	
To be the first point of contact between the centre, Qualifications Scotland and candidates (criterion 1.7)	Curriculum Manager	
To ensure policies and procedures are in place to support the quality assurance process (criterion 1.1)	SMT/Curriculum Manager	
To ensure that policies and procedures are reviewed regularly and updated in line with current Qualifications Scotland guidance and with centre decisions (criterion 1.1)	SMT/Curriculum Manager	
To ensure that the most current version of all documentation is used (criterion 4.1)	Tutors	
To enable internal verifiers and assessors to meet on a regular basis (criterion 4.1)	Curriculum Manager	
To support the sharing of best practice amongst assessors and internal verifiers (criterion 4.1)	Curriculum Manager	

To liaise between Qualifications Scotland quality assurance staff and assessors/internal verifiers when Qualifications Scotland quality assurance staff wish to visit (criterion 1.9)	Curriculum Manager	
To circulate the subsequent quality assurance report to appropriate personnel (criterion 1.10)	Curriculum Manager	
To ensure that any required actions and development points identified in a quality assurance report are discussed and acted upon (criterion 1.10)	Curriculum Manager /Assessors/IVs	
To ensure all data passed on by internal verifiers and assessors is processed and submitted to Qualifications Scotland according to the centre's data management policy (criteria 6.1, 6.2,6.3	Administrative staff responsible for registering candidates and claiming certificates	
To ensure relevant centre staff check for Scottish Candidate Number (SCN) of new candidates (criterion 6.1).	Administrative staff	
To ensure Qualifications Scotland and college policies are followed in relation to delivery and assessment of units	Tutor/Assessors/Internal Verifiers	

To ensure that all changes are notified to Qualifications Scotland including changes of premises; change of head of centre, owner or Qualifications Scotland Co-ordinator; change of name of centre or business; change of contact details; outcomes of internal/ external investigations; removal of centre and/or qualification approval by another awarding body; lack of appropriate assessors or internal verifiers; changes to the centres arrangements for secure storage of examination papers or candidate evidence. (Criterion 1.5)	Qualifications Scotland Co-ordinator or if the changes involve the Qualifications Scotland co-ordinator then Head of Centre	

Appendix 2

Declaration of conflict of interest in an assessment

Name of assessor/internal verifier/invigilator:

Role:

Name of candidate:

Qualifications Scotland Candidate number:

Qualification the candidate is undertaking:

Unit(s) involved:

Assessment(s) involved:

Nature of relationship to candidate:

Signature of assessor/internal verifier/invigilator:

Date:

Curriculum Manager:

Date:

Manager review and declaration

☐ I have reviewed the above declaration and noted the issue raised, but have decided that no action is required.

or

☐ I have reviewed the above declaration and recommend the following action to be taken to address the declared conflict (tick which action is recommended).

- move the candidate into another group
- change assessor/IV/invigilator
- include the candidate in samples for verification
- have the assessment marking supervised or re-marked

Signature of manager:

Date:

Appendix 3

Internal Verification Report

Internal Verification Checklist (IV1)

COURSE / UNIT DETAILS			
Course Title, Code, Level			
Unit Title		**Qualifications Scotland Unit Code(s)**	
Start Date		**Finish Date**	
Number of Groups		**Group Codes**	
STAFF DETAILS			
Assessor(s) Name(s)			
Programme Team Leader's Name			
Internal Verifier's Name			

Tick appropriate box to indicate whether action is complete or item is in place

Checklist	**Yes**	**No***	**Date**
1. Review any actions from previous EV and IV requirements/recommendations (**see EV report(s) and IV3)**			
2. Current Course and Unit Specifications available			
3. Adequate resources (including teaching/ learning materials)			
4. Secure system for storage for candidate records			
5. IV plan is prepared – sampling and meeting(s)			
6. Systems for reporting IV and meetings are in place			
7. Valid NAB Instruments of Assessment are available			
8. Valid marking guidelines and checklists are available			
9. Arrangements for reassessment are in place.			
10. Do the assessment materials actively promote equality and provide opportunities to explore, promote, and challenge attitudes, perceptions and prejudice?			

11. Do the assessment materials reflect the diversity and changing nature of modern Scottish society?			
12. Do the assessment materials meet the minimum requirements to be accessible / readable and can they be reasonably adapted to meet the needs of all learners regardless of any additional need?			
Provide feedback to Assessors and Course Team using page IV3 ***Specify action required when tick is in "No" column.**			

Internal Verification Report

RECORD OF SAMPLING AND FEEDBACK (IV2)

UNIT DETAILS					
Unit Title(s)				**Qualifications Scotland Unit Code(s)**	
Start Date			**Finish Date**		
Class Group(s)		**No in group(s)**		**No sampled**	
STAFF DETAILS					
Assessor(s) Name(s)					
Internal Verifier's Name					

SAMPLING RECORD (written, product or performance evidence)		
Candidate	**Learning Outcome(s)**	**Comments**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
Overall general comment		

Tick appropriate box **INTERNAL VERIFIER REPORT**		**Yes**	**No***
(i)	Verified Instruments of Assessment were used.		
(ii)	All evidence of candidates' achievement is available.		
(iii)	Assessor judgements are fair and consistent		
(iv)	Records of candidate achievement are accurate.		
Provide feedback to Assessors and Programme Team using next page ***Specify action required when tick is in "No" column**			

Internal Verification Report

RECORD OF SAMPLING AND FEEDBACK

FEEDBACK TO ASSESSORS AND COURSE TEAM			
Comments / advice			
Action to be taken prior to External Verification / Submitting results to Qualifications Scotland			
Date by which action should be completed			
Internal Verifier's Signature		**Date**	
RECORD OF ACTION			
Comments			
Date action completed			
Assessor(s) Signature(s)		**Date**	
Internal Verifier's Signature		**Date**	

Internal Verification Report

RECORD OF COURSE TEAM MEETING (IV3)

Following Internal Verification / External Verification / End of Course Review (**Delete as appropriate**)

COURSE DETAILS				
Unit Title **Qualifications** **Scotland Unit Code(s)** **SCQF Level**				
Start Date		**Finish Date**		
Number of Groups		**Group Codes**		
STAFF DETAILS				
Course Leader				
Course Team Members				
MEETING RECORD				
Topic Discussed	**Action Agreed**	**Person Responsible**	**Target Completion Date**	**Completion Date**
Date of Meeting				
Course Leader's Signature		**Date**		