

## INTERNAL VERIFICATION POLICY/ Quality Assurance

Internal Verification is the process of confirming that the assessment decisions made by all associated with ESOLCENTRE are accurate and consistent and that the evidence for this process is properly produced and maintained.

ESOLCENTRE internally verifies that the internal assessment decisions made by those contracted/employed by the company are adequate and accurate.

### Resources required

Tutors [Internal Assessors] will have the qualifications and experience to deliver the assessments and course syllabus as required and outlined in the role description/application form.

ESOLCENTRE will appraise and review its tutors' performance once a year. Annual review will be carried out by the Head Tutor/Director. Regular (monthly/quarterly) reviews of tutors' performance will be conducted to ensure accuracy and consistency. In addition, one of the course assessments (for each learner) will be reviewed by the Head Tutor to provide a second opinion as part of the overall assessment.

ESOLCENTRE's Internal Verifiers will hold a teaching qualification and be suitably experienced in assessing the program delivered.

### Method

ESOLCENTRE's assessment methods require candidates to be continually assessed throughout the course(s).

o Assessment methods (formal and informal):

- Task completion (individual and collaborative)

- Tutor-marked assessments

- Live interaction

- Additional

ESOLCENTRE tutors will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate.

Where assessment decisions differ, the tutor and verifier will discuss decisions and interpretation of assessment guidance documents. This discussion may be recorded. If further staff training is required this will be identified by ESOLCENTRE.

This policy is reviewed annually.