

**THE CHARTERED INSTITUTE OF BUILDING  
AWARDING ORGANISATION**

# **Guidance for Centre Internal Verification Procedures**

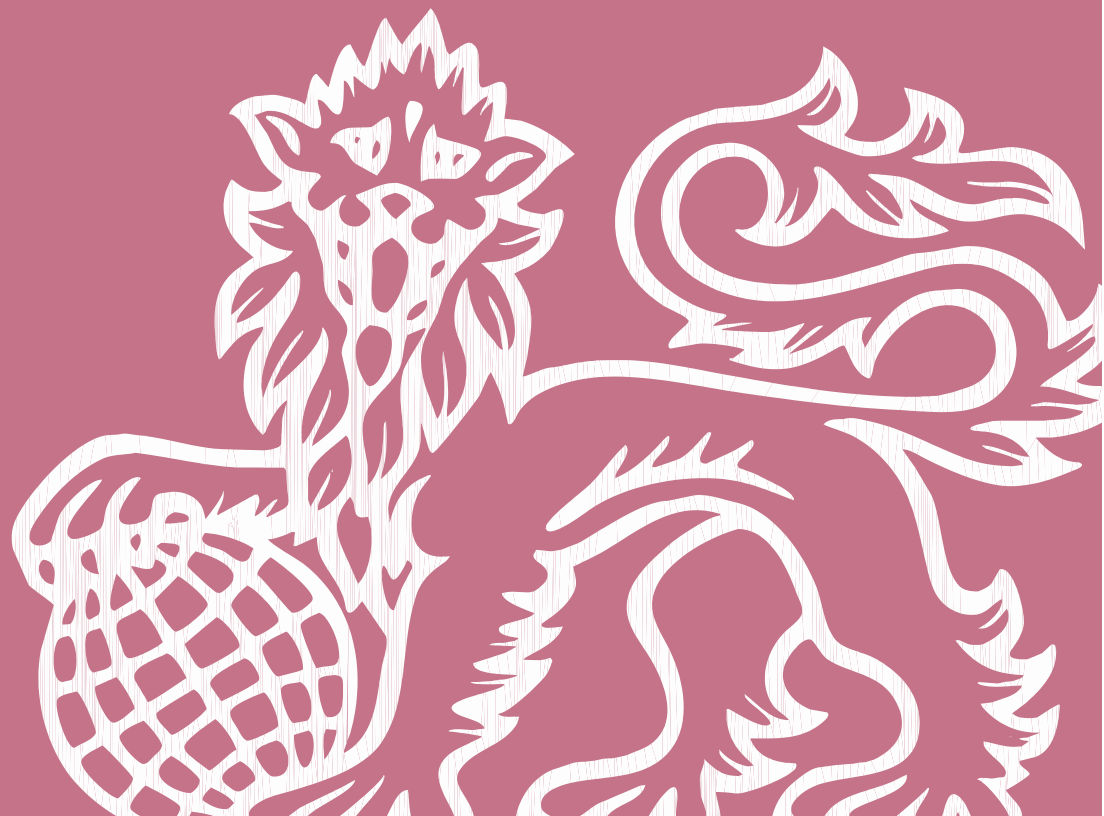
**CIOB Level 3 Certificate in Supervising Construction Works  
to Existing Buildings and Structures**

**CIOB Level 3 Diploma in Construction Site Supervisory Studies**

**CIOB Level 4 Certificate in Construction Site Management**

**CIOB Level 4 Diploma in Construction Site Management**

**CIOB Level 4 Graduate Conversion Certificate**



## CONTENTS

	Page
1. The internal verification process	3
2. Requirements for internal verification	3
3. Role of the internal verifier	3
4. Responsibilities of the internal verifier	4
5. Assignments set by the centre	5
6. Providing a verification plan	5
7. Sampling procedures and selection	5
7.1. Interim sampling	6
7.2. Summative sampling	6
8. Recording outcomes	6
9. Role of the assessor	6
10. Appendix 1: Internal Verification flow chart	8
11. Appendix 2: Sample Internal Verification plan	9
12. Appendix 3: Sample Internal Verification Report	10
13. Contact details	13

## **1. THE INTERNAL VERIFICATION PROCESS**

The internal verification system forms part of the CIOB Awarding Organisations' quality assurance procedures and is concerned with management and consistency of the assessment process within approved centres. The provision of these systems is necessary to ensure continuous quality management arrangements are present within centres. Internal verification relies on a number of integrated activities which should be specified within the centres quality management documentation (required as part of the Centre Approval Submission). A written internal verification procedure approved by senior management should be in place along with schedules and systems. Its implementation is to be monitored by the centre.

In order to ensure the process is delivering the necessary level and rigour of internal verification, the CIOB will conduct annual inspections. These will be undertaken each year by an appointed CIOB External Verifier.

## **2. REQUIREMENTS FOR INTERNAL VERIFICATION**

The CIOB Awarding Organisation is committed to ensuring that the standards of its qualifications are maintained at a national level. The centres provision of an effective internal verification system is designed to achieve this requirement.

All centres are required to appoint an internal verifier as part of the CIOB quality assurance process and to maintain managed and auditable records for production during the external verification inspection.

## **3. ROLE OF THE INTERNAL VERIFIER**

The Internal Verifier is responsible for developing and maintaining a quality assurance system within the approved centre to ensure learners are assessed fairly and accurately. The role is required to monitor and regulate the assessment process and marking arrangements within the approved centre to ensure a consistent approach. The development of a continuous and rigorous procedure is a key factor in the management of risk, ensuring that when certification is claimed for a candidate, it reliably reflects the achievement of national standards.

There are three main aspects of the internal verification role:

- Verifying assessment;
- Developing and supporting assessors;
- Managing quality of course delivery;

The Internal Verifier is appointed by the teaching institution and must ensure that both assessors and teachers are suitably qualified to assess CIOB courses.

Internal verifiers should be competent in the following areas:

- Delivery of the specific course modules;
- Have a comprehensive understanding of assessment and verification methods and criteria;
- Have suitable industrial experience relating to course provision;
- Teaching qualifications and/or experience as appropriate.

Internal Verifiers and assessors should be ideally educated to level six in a construction related discipline, such as honours degree or a level six vocational qualification. The CIOB definition of construction management is the broad discipline spanning all aspects of building in construction from design to demolition. As a minimum, internal verifiers must hold a level four qualification in a construction discipline and have at least three years of recent industry experience. Some professional qualifications are recognised as comparable to level six and are accepted as qualifying awards:

- Member or Fellow of the Chartered Institute of Building (CIOB)
- Fellow of the British Institute of Facilities Management (BIFM)
- Member or Fellow of the Royal Institute of Chartered Surveyors (RICS)
- Member or Fellow of the Institute of Civil Engineers (ICE)
- Member or Fellow of the Chartered Institute of Building Services Engineers (CIBSE)
- Member or Fellow of the Chartered Institute of Civil Engineering Surveyors (CICES)
- Member or Fellow of the Chartered Institute of Architectural Technologists (CIAT)
- Member or Fellow of the Institution of Structural Engineers (IStructE)

#### **4. RESPONSIBILITIES OF THE INTERNAL VERIFIER**

The Internal Verifier will:

- Ensure that a schedule is in place and operational
- Check the quality of assessment instruments are fit for purpose
- Advise on the interpretation of the subject area
- Coordinate assessment arrangements
- Assure an effective system of recording learner achievement is in place
- Keep records of the verification process
- Liaise with awarding organisation external verifiers
- Provide advice and support to assessors on a regular basis, covering all assessors and all units

- Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency
- Use subject specialism to sample assessments to verify assessors' judgements
- Arrange standardisation meetings
- Check the quality of assessment to ensure that it is consistent, fair and reliable
- Ensure own assessment decisions are sampled by another internal verifier when teaching on the qualification
- Monitor and advise on assessment decisions by sampling
- Give qualification team decisions and feedback on sampling
- Ensure appropriate action is taken when necessary
- Take part in the formal stages of an appeal
- Advise the qualification team on any training needs
- Provide feedback on aspects of the assessment system to the programme team

## **5. ASSIGNMENTS SET BY THE CENTRE**

Assignment briefs set or amended by the centre must be internally verified and approved by the external verifier before they are distributed to the learners to ensure they are fit for purpose meeting the required standards and learning outcomes.

## **6. PROVIDING A VERIFICATION PLAN**

It is the internal verifier's responsibility for developing an internal verification plan. The plan for internal verification is essential and should cover two aspects:

1. Teaching timetable and allocation of units;
2. Details of students registrations and units being taken and when;

## **7. SAMPLING PROCEDURES AND SELECTION**

When considering the size of the sample at the start of the course, your internal verification plan should give you a clear indication of what should be appropriate. Changes can be implemented at any time within the timescale of the plan, but the sample should reflect an accurate picture of the quality of assessment in the centre.

Students work should be marked in accordance with the marking criteria. The internal verifier should also ensure that tutor feedback to students is constructive and assists students to gauge their abilities and progression.

## **7.1. Interim Sampling**

This procedure entails a review of the assessment process throughout the course, including a review of candidates work before decisions have been made on any unit and looking at course work with one or two completed units. This will also involve checking the progress review report given to candidates by assessors. This will enable the internal verifier to determine the quality of general guidance on assessment and assessment planning.

The internal verification system will allow problems with assessment to be evaluated at an early stage and identify assessor training or development needs.

A well-constructed sample should ensure that:

- The full range of assessment decisions made is covered
- External verifier or assessors feedback from previous years is taken into account
- The experience of the assessor/tutor is taken into account
- The sample size is sufficient

## **7.2. Summative Sampling**

This should involve a review of the decision-making process by the assessors and determine how this was reached. An audit trail is required to ensure the assessor has checked evidence provided, which should be:

Valid – relevant to standards;

Authentic – produced by the candidate;

Reliable – reflecting level of performance consistently demonstrated by the candidate;

Sufficient – meets standards in FULL;

It is important that internal verification is conducted as an on-going process applied throughout the duration of the course and not end-loaded. This ensures that internal verification is benchmarked consistently throughout the period against student performance.

## **8. RECORDING OUTCOMES**

Internal verification details should be maintained within a course file for availability at external verification. Actions should be discussed with the assessors and problems highlighted. The internal verifier and assessor are required to sign the completed report. Verification reports should also be discussed by the course team at meetings with records of meetings being held within the course file. Centres are responsible

for ensuring that internal verifier/assessment records are kept for five years after certification.

## **9. ROLE OF THE ASSESSOR**

The assessor is responsible for all assessed work relating to specified units within the approved centre. The role is required to conform to the assessment process and marking arrangements within the approved centre to ensure a consistent approach. The development of a continuous and rigorous procedure is a key factor in the management of risk, ensuring that when certification is claimed for a learner, it reliably reflects the achievement of awarding organisations standards.

The main aspects of an assessment role are:

- Completing assessments within required timescales;
- Ensuring that marking and assessment criteria are in accordance with CIOB procedures;
- Managing quality of course delivery;
- Ensure consistency of compulsory assignment work.

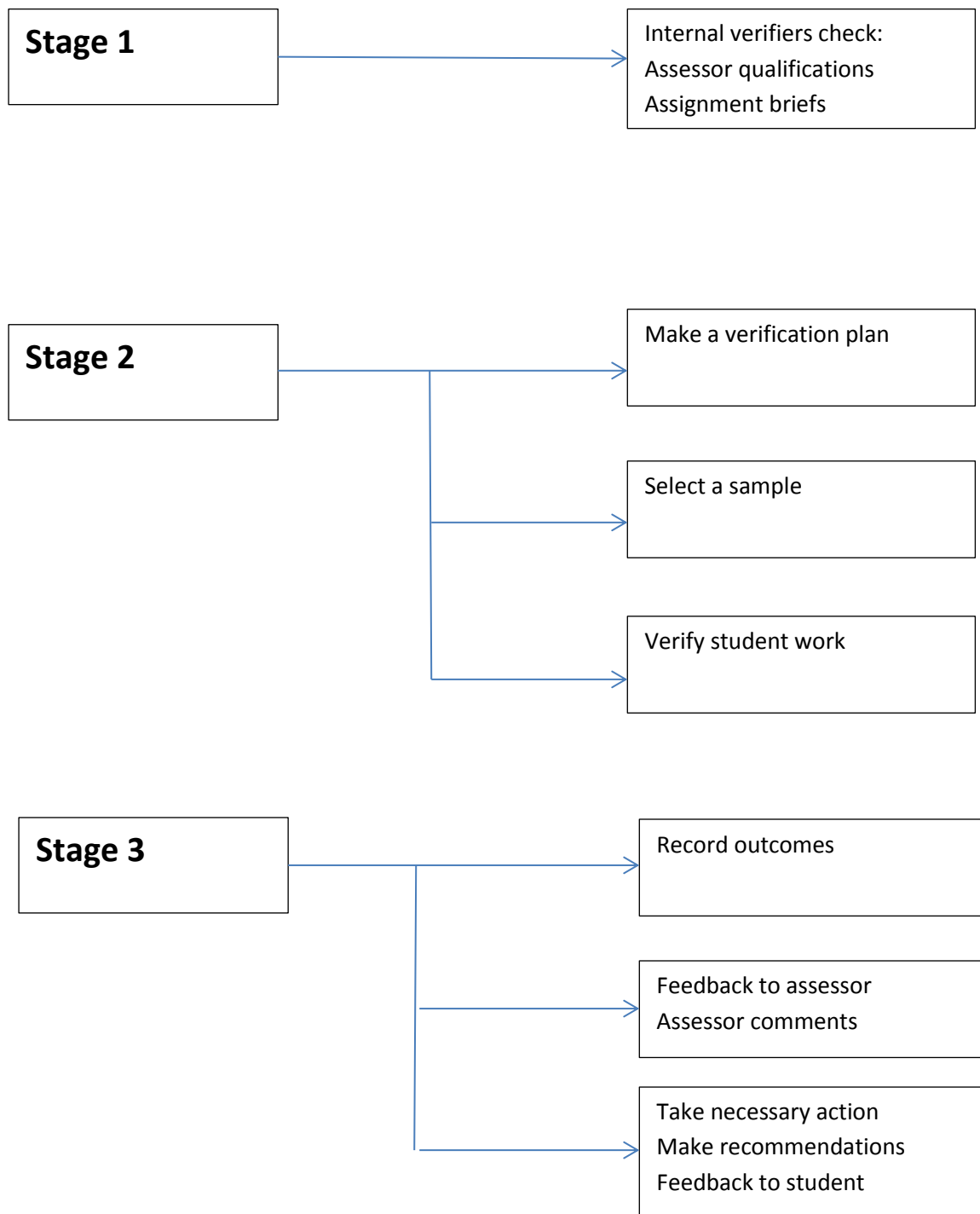
The assessor is appointed by the teaching institution. Assessors should be competent in the following areas:

- Delivery of the specific course units
- Have a comprehensive understanding of assessment methods and criteria;
- Have suitable industrial experience relating to course provision;
- Teaching qualifications and/or experience as appropriate.

Assessors may also be internal verifiers, as long as they never internally verify their own work.

Details of the grading and assessment criteria are contained within separate policy documentation.

## 10. APPENDIX 1: INTERNAL VERIFICATION FLOWCHART





## 11. APPENDIX 2: SAMPLE INTERNAL VERIFICATION PLAN

Course Title	Awarding Body	Course Tutor	Internal Verifier	Course Dates
Student 1				
Student 2				
Student 3				
Student 4				
Student 5				
Student 6				
Student 7				
Student 8				

**N.B:** If this is a new course or if any of the tutors have not taught on the course before, it is good practice to internally verify **all** assessed pieces of work.

**12. APPENDIX 3: SAMPLE INTERNAL VERIFICATION REPORT**

**INTERNAL VERIFICATION REPORT ON ASSESSMENT DECISION FOR CIOB QUALIFICATIONS**

<b>Name of Student:</b>	
<b>Name of Assessor:</b>	
<b>Name of Internal Verifier:</b>	
<b>Qualification:</b>	
<b>Unit Title:</b>	<b>Number:</b>
<b>Type of evidence provided by the Candidate:</b>	
<b>Sources of Evidence:</b>	
Assignment	<input type="checkbox"/>
Project	<input type="checkbox"/>
Report	<input type="checkbox"/>
Graphs	<input type="checkbox"/>
Video	<input type="checkbox"/> with rationale of methods to completion
<b>Other please state:</b>	

**Assessment Decision:**

Is the student evidence:

Valid  Yes  No

Reliable  Yes  No

Authentic  Yes  No

Sufficient  Yes  No

Does the student evidence show that all the required learning outcomes for knowledge have been met and that there is sufficient evidence relating to this unit to merit the given grade?

Yes  No

Is the assessment decision considered correct?  Yes  No

**Action Points/Feedback to Assessor:**

**IV Feedback to Student:**

**Internal Verifier Signature:**

**Date:**

**Assessor Signature:**

**Date:**

*I confirm that all action points, as above have now been completed and all the evidence requirements satisfied*

**Internal Verifier Signature:**

**Date:**

**Assessor Feedback****Date:****Student Feedback****Date:****Further Action Required:****Date:**

During the course of the qualification, sampling from the assessors should cover the following as a minimum:

- All assessors
- All units
- Work from every assignment

Not all learners are expected to be internally verified during the lifetime of the qualification, but should any concerns arise then the size of the sample should be increased.

### **13. CONTACT DETAILS**

CIOB Awarding Organisation

The Chartered Institute of Building

1 Arlington Square

Downshire Way

Bracknell

Berkshire

RG12 1WA

Tel: +44 (0) 1344 630700

[www.ciob.org.uk](http://www.ciob.org.uk)