

Policy on Internal Verification as part of the Authentication Process (FET)

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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1.0 Purpose

The Centre is committed to planning, managing and operationalising all aspects of assessment practices through the process of internal verification to ensure fairness, consistency, accuracy and validity of learner assessment.

2.0 Scope

This policy applies to:

Academic Council & Committees	Programme Committee	CCNME Programme Teams	Learner
✓	✓	✓	✓

3.0 Policy Statement

The CCNME recognises the requirement to ensure a robust Authentication Process, including Internal Verification meets the requirements of QQI QA Guidelines. Internal Verification is part of the authentication process, where the applied procedures ensure that assessments have been undertaken in a quality assured manner; that appropriate assessment instruments have been utilised; Learner details and results have been correctly recorded and an identified sample of Learner results are checked.

4.0 Roles and Responsibilities

	Academic Council & Committees	Programme Committee	CCNME Programme Teams
Responsible for Implementation	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓

4.1 Programme Committee

- 4.1.1 Oversee the process for internal verification has been scheduled and implemented in accordance with this policy and associated procedure.

4.2 CCNME Programme Teams

- 4.2.1 Ensures all staff with a remit for teaching and learning who are responsible for the assessment of learners are aware of and comply with this policy and associated procedures

4.2.2 An Internal Verifier (Registered Tutor/Staff who hold a MSc in Education) is identified by the Director, and provided with a copy of the Policy and Procedures on Internal Verification.

4.2.3 The Programme Co-ordinator

4.2.3.1 ensures all documentation required for the Internal Verification Process is gathered, collated and made available to the Internal Verifier as per Programme Coordinators Internal Verification Checklist

4.2.3.2 Provides the Internal Verifier with the following documentation on the day of the Internal Verification process per Internal Verification Checklist:

- PPPGs on Assessment of learners
- Sampling framework
- Award specifications and validated programmes.
- Assessment Instruments – assessment briefs, examination papers, portfolio/work experience templates.
- Assessment documentation – marking schemes, answer plans; programme assessment schedule.
- Assessment evidence for all learners and results for all learners.
- Internal Verification Report Template.

4.2.3.3 Ensures that only authorised staff has access to the designated area as per Policy on Security of assessment material.

4.2.3.4 Obtains the Internal Verification Report from the Internal Verifier following completion of the process and provides a copy to the Director.

4.2.3.5 Returns all assessment related material to secure storage once the internal verification process is complete.

4.2.3.6 Is available to the Internal Verifier for the duration of the process.

4.2.3.7 Verifies to the Programme Committee Chairperson that the process has been completed, and is available for review at the Results Approval Panel at the scheduled Board of Examiners.

4.2.4 The Internal Verifier

4.2.4.1 Will be a Registered Tutor or Staff who hold an MSc in Education and who are independent of the programme.

4.2.4.2 Systematically checks that the assessment policy and procedures have been consistently applied across assessments and adhered to

- 4.2.4.3 Verifies that evidence is available for learners presented for award
- 4.2.4.4 Ensures evidence is generated as per the technique identified in the award specifications and using appropriate instruments as indicated in the validated programme
- 4.2.4.5 Checks assessment results is available for each learner and is monitored on a sample basis
- 4.2.4.6 Ensures marks is totalled accurately and percentage marks is calculated correctly
- 4.2.4.7 Ensures percentage marks and grades awarded is consistent with QQI grading bands.
- 4.2.4.8 Produces a report using the Internal Verification Report Template (Appendix 9).
- 4.2.4.9 Maintains the security of assessment related materials for the duration of the verification process.

4.2.5 The Internal Assessors:

- 4.2.5.1 Ensure that they have read and understood this policy and associated procedures.
- 4.2.5.2 Adhere to the principles of this policy in the assessment process.

5.0 Document Control

Document Title	Policy on Internal Verification as part of the Authentication Process (FET)	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	<ul style="list-style-type: none"> • <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012 [online]. Available from: https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html [accessed 31 January 2022]. • <i>Qualifications and Quality Assurance (Education and Training) (Amendment) Act 2019</i>. No. 32/2019 [online]. Available from: https://www.irishstatutebook.ie/eli/2019/act/32/enacted/en/html [accessed 31 January 2022]. • Quality and Qualifications Ireland (QQI). (2013). <i>Assessment and Standards, Revised 2013</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf [accessed 30 January 2022]. 	

	<ul style="list-style-type: none"> • Quality and Qualifications Ireland (QQI). (2016a). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2014). <i>Policy for Determining Awards Standards</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Policy%20for%20Determining%20Award%20Standards.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2018). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013 (Version 2 - revised 2018*)</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2016b). <i>Topic Specific: Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes</i> [online]. Available from: https://www.qqi.ie/sites/default/files/media/file-uploads/Statutory%20QA%20Guidelines%20for%20Blended%20Learning%20Programmes.pdf [accessed 30 January 2022].
<p>Related Policies & Procedures</p>	<ul style="list-style-type: none"> • Policy on Assessment of Learners [PDF, 8 Pages] • Procedure on Assessment of Learners [PDF, 7 Pages] • Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Procedure on Reasonable Accommodation in Assessment [PDF, 5 Pages] • Policy on Submission of Assessment [PDF, 4 Pages] • Procedure on Security of Assessment [PDF, 8 Pages] • Policy on Security of Assessment [PDF, 4 Pages] • Procedure on Regulations for the Conduct of Written Examinations [PDF, 8 Pages] • Policy on Grading and Certification of Learner Assessment [PDF, 6 Pages] • Procedure on Grading and Certification of Learner Assessment [PDF, 8 Pages] • Procedure for Internal Verification as part of the Authentication Process (FET) [PDF, 4 Pages] • Policy on External Authentication (FET) [PDF, 6 Pages] • Procedure on External Authentication (FET) [PDF, 4 Pages] • Policy and Procedure on Board of Examiners: Results Approval Panel [PDF, 6 Pages] • Policy on Assessment Appeals [PDF, 7 Pages] • Procedure on Review, Recheck and Appeal of Learner Assessment Decisions [PDF, 6 Pages] • Policy on Promoting and Maintaining Academic Integrity [PDF, 7 Pages]

	<ul style="list-style-type: none"> • Procedure on Promotion of Academic Integrity among Learners [PDF, 5 Pages] • Policy on Data Protection, Usage and Management [PDF, 7 Pages]
Related Resources	<ul style="list-style-type: none"> • Internal Verifiers Report • Internal Verification Checklist