

Procedure 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

An integral part of the Quality Assured Authentication Process is to ensure fairness, consistency, validity and outcome of assessment for learners. Internal Verification is the process by which the CCNME's assessment policies, procedures, protocols and guidelines relating to planning, managing and operationalising all aspects of assessment practices will be internally verified (QQI, 2018).

2.0 Procedure

2.1 The Programme Coordinator will ensure that all assessment evidence is available for all Learners as per the Award Specification and results are available for each Learner.

2.2 Timing and Frequency of Internal Verification

2.2.1 Internal Verification takes place following completion of each validated programme and prior to External Authentication, Results Approval, Appeals Process and submission to QQI for award Certification.

2.3 Sampling Framework

2.3.1 The Internal Verification process involves the verification of assessment results using the following sampling framework (Figure 1): is agreed as follows and has been implemented:

Number of Learners (Ranges)	Sample size/sample evidence
0 → 12	All Learners (scripts)
12 → 144	12
144 → 168	13
169 → 195	14
196 → 224	15
225 → 256	16
257 → 289	17
290 → 324	18
325 → 361	19
361 → 400	20

Figure 1 Sampling Values for n

2.3.2 The Internal Verifier randomly selects scripts using the sampling framework from the top, middle and lower grading classifications (Figure 2). All assessment awarded a grade of less than 50% must be checked.

Award	Grade
Pass	50% - 64%
Merit	65% - 79%
Distinction	80% or over

Figure 2 Grading Classifications (QQI, 2018)

2.4 Verification of the Assessment Procedures

2.4.1 The CCNME's assessment policies, procedures, protocols and guidelines have been applied across all planning, assessment and

monitoring activities and that marking and grading of assessments is consistent and correct.

2.4.2 Learning has been assessed using the techniques and instruments indicated in the validated programme(s) being provided in accordance with the techniques outlined in the Award Specification.

2.5 Verification of Learner Results

The Internal Verifier will:

2.5.1 Checks evidence and assessment results is available for all learners presented for an award

2.5.2 Check that assessment marks and grades awarded are accurately totalled, percentage marks calculated correctly and recorded in compliance with QQI Grading Bands (Figure 2)

2.5.3 Checks that learner assessment evidence is generated as per the technique identified in the Award Specification and using appropriate instruments as indicated in the validated programme

2.5.4 Discuss the findings of the Internal Verification Report with the Programme Coordinator

The Programme Coordinator will:

2.5.5 Consult with the Director and Chairperson of the Programme Committee, following completion of the Internal Verification Report with a view to incorporating any recommendations into Programme Improvement Plans

2.5.6 The Internal Verification Report will be available for the External Authenticator.

3.0 Document Control

Document Title	Procedure for 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
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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). (2016b). <i>QQI Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis</i>. Dublin: Quality and Qualifications Ireland. • 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].
Related Policies & Procedures	<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] • Policy on Security of Assessment [PDF, 4 Pages] • Procedure on Security of Assessment [PDF, 8 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] • Policy on Internal Verification as part of the Authentication Process (FET) [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] • 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 Verification Checklist and Report