

EXTERNAL VERIFICATION PROCEDURE



PURPOSE OF THE POLICY

The purpose of the procedure is to ensure that external verification/examination outcomes and issues are dealt with appropriately, consistently and in a timely manner.

SCOPE

The procedure applies to all EV reports for all programmes including Yeovil College University Centre/Higher Education programmes. The term 'External Verification' includes all awarding body external quality assurance of assessment standards and may be referred to by different awarding body as Standards Verification, External Quality Assurance, Quality Standards Monitoring, External Examiner etc.

RESPONSIBILITY AND AUTHORITY

The stages of the procedure are:

1. External verification/examination visits and sampling are arranged between the external verifier/examiner and the internal verifier/CAM/programme manager concerned.
2. Copies of external verification/examination and moderation reports should be forwarded by the External Verifier/Examiner to the Principal or the Head of Quality Assurance, Teaching, Learning & Assessment. If the report is left with or sent to curriculum staff, they must forward it to the Head of Quality Assurance, Teaching, Learning & Assessment without delay.
3. Higher Education external examiner reports are considered by programme teams and actioned accordingly. A formal reply to the report is sent by the Programme Leader to the External Examiner and this is incorporated into the Annual HE Programme Review.
4. The Head of Quality Assurance, Teaching, Learning & Assessment will arrange for a copy of the report to be sent to the appropriate CAM, who will arrange for its further dissemination and action as appropriate.
5. Copies of all external verification/examination and moderation reports are kept by the Head of Quality Assurance, Teaching, Learning & Assessment for 5 years.
6. The Head of Quality Assurance, Teaching, Learning & Assessment will monitor actions identified in the reports according to the process stated below.

Actions from External Verification and Moderation Reports

If the report requires significant remedial action to be taken and/or imposes a sanction on the College, the Head of Quality Assurance, Teaching, Learning & Assessment will contact the CAM concerned in order to establish what actions are to be taken. This involves:

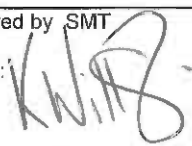
1. A written request to the CAM for details of what action is to be taken.
2. Where necessary a meeting within 7 working days of the receipt of the report with the CAM to discuss and agree actions.
3. The Head of Quality Assurance, Teaching, Learning & Assessment will report to the DOCs and VP Curriculum and Quality on reports requiring significant action or imposing sanctions.

4. The CAM will monitor progress and report to the Head of Quality Assurance, Teaching, Learning & Assessment as appropriate.

Queries relating to External Verification/Examination

The College's nominee for Awarding Bodies' External Verification is the Head of Quality Assurance, Teaching, Learning & Assessment. Any queries or concerns about the allocation or performance of external verifiers/examiners or the requirements of moderation sampling must be raised with the Head of Quality Assurance, Teaching, Learning & Assessment

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Policy Review				
Author/Owner	Position	Approved by SMT Signed: 	Approval date	Review date
Derrick Goddard	Head of Quality Assurance, Teaching, Learning & Assessment		19.06.18	June 2020

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
D Goddard	Minor changes (job title change and new structure)	12.06.18	24.02.16	N

Initial Equality Impact Screening			
Have you consulted on this procedure? Yes Details:			
What evidence has been used for this assessment? Awarding body criteria			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: no adverse impacts identified			
Declaration We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required. We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Kate Hill		Position: Director of Teaching, Learning & Quality	Date: 27.11.15
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 24.02.16
Comments from Safeguarding, Equality & Diversity Group Review:			

