

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 bodies 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 Quality Manager. If the report is left with or sent to curriculum staff, they must forward it to the Quality Manager without delay.
3. The Quality Manager will arrange for a copy of the report to be sent to the appropriate CAM (and Programme Leader for HE courses), who will arrange for its further dissemination and action as appropriate.
4. A formal reply to the report is sent by the Programme Leader/SPM/CAM to the External Verifier/Examiner. A copy should be sent to the Quality Manager.
5. The report will be discussed at any or all Programme Team Meetings over the course of the academic year, as appropriate, for review and action by all the stakeholders involved, including the Student Representatives.
6. Copies of all external verification/examination and moderation reports are kept by the Quality Manager for 5 years.
7. The Quality Manager 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 Quality Manager 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 Quality Manager will report to the DOCs and VP Quality of Education on reports requiring significant action or imposing sanctions.

4. The CAM will monitor progress and report to the Quality Manager as appropriate.

Queries relating to External Verification/Examination

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

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Policy Review				
Author/Owner	Position	Approved by SMT	Approval Date	Review Date
Susie Peart	Quality Manager		August 2020	August 2020 (Annually)

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
S Peart	Job title changes and changes to procedure to include HE process	03.08.2020	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			
<p>Declaration We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required.</p> <p>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</p> <p>Completed by Author: Kate Hill Position: Director of Teaching, Learning & Quality Date: 27.11.15</p> <p>Reviewed by Safeguarding, Equality & Diversity Group: Date: 24.02.16</p>			
Comments from Safeguarding, Equality & Diversity Group Review:			