



T2 Fitness IV Policy

Date: **November 2021**

Review Date: **November 2023**

1. Objectives

1.1 This policy outlines the T2 Fitness approach to the verification/moderation of assessment.

1.2 The company in its commitment to meeting learners' needs will ensure that learning programmes and assessment services are delivered to the standards laid down by regulatory and national award bodies and comply with any criteria amendments made.

2. Scope

2.1 This policy applies to all staff and sub contractors undertaking assessment.

In order to ensure quality procedures are being fully implemented every VRQ programme/course/qualification will have some combination of:

- Internal Verification or Moderation to assure the quality of their provision
- Cross-Moderation/Double Marking/Standardisation
- External Verification/Moderation
- External Examination

2.2 Adequate planning of verification/moderation will be implemented and appropriate records will be maintained.

2.3 All assessors should be aware of and conversant with the monitoring of assessment decisions and implementation of the internal Verification/Moderation processes, including the procedures of the relevant awarding board.

3. Responsibilities

3.1 That students are entitled to assessment, which meets individual learners' needs and incorporates the diversity of national award body requirements.

3.2 That assessors can demonstrate an understanding of the standards required at particular programme levels to secure the consistency of assessment;

3.3 That the company develops a strategic approach to planning, managing and monitoring the quality of assessment practice and learner achievements.



4. Procedure

- 4.1 Courses or programmes should have an internal verification/moderation plan that includes all assessors and all units/modules so that over a sufficient period of time, each assessor and module/unit has been sampled. This will take into account ALL completed LAPs
- 4.2 Internal Verification/Moderation paperwork should be held centrally in each centre to allow easy access by External Verifiers and Standards Moderators.
- 4.3 All internal Verifiers'/Moderators should be competent in their specialist area of work, as specified by the awarding body and if appropriate hold the Verifiers Award. (see the Common Code of Practice or award body regulatory documents.)
 - 4.3.1 Non NVQ assessors are required to demonstrate recent continuous professional development in assessment practice and maintain high standards in assessment practice
 - 4.3.2 Assessors/Internal Verifiers'/Moderators must ensure they comply with regulatory authorities' documentation endorsed by the Qualifications Curriculum Authority (Q.C.A)

5. Monitoring

- 5.1 All internal Verification reports will be made available to Governing bodies External Verifier.
- 5.2 External examiners' or verifiers' reports will be monitored by teams and recommendations implemented. Internal verifier feed back to teams will take into account the recommendations of external reports.