Internal Verification Policy

DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Team

Responsible for review: AIC Academic Team

Current version review date: May 2025

Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended May 2023	Page 3. Version 1.1 approved by Dean on 8th May 2023	Purpose of IV

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:
https://www.aicedu.lk/academic-progression.php

1. **Internal Verification Policy**

AIC Campus Internal Verification Policies are in line with the wants of all of our awarding bodies. These awarding bodies require that the faculty operate an efficient internal quality assurance system, which assesses all candidates accurately, fairly and consistently to national and international university standards. Internal verification occurs before and through delivery of assessment.

Verification may be a crucial element of the standard assurance and enhancement process. It ensures that every candidate, entered for the identical qualification, are assessed fairly and consistently to the desired standard to take care of national standards.

AIC is committed to pursuing high internal verification standards with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every two years.

Honorary Dean

08/05/2023

2. The purpose of internal verification

2.1 The majority of qualifications delivered by the AIC Campus are "internally assessed." The Campus has adopted a "team" approach to internal verification.

The purpose of this Internal Verification Policy at AIC Campus is to ensure the consistency, accuracy, and fairness of assessment processes and decisions within the institution. It is a systematic approach that helps maintain and enhance the quality and standards of education offered by the College. Some key objectives of an Internal Verification Policy include:

- Quality Assurance: It helps maintain and improve the quality of teaching, learning, and assessment practices by verifying that assessment processes align with the College standards and regulations.
- Standardization: Internal verification ensures that grading and assessment practices are consistent across different modules, courses, or departments, reducing the possibility of bias or unfairness.
- Compliance: It ensures that the College complies with external regulatory requirements and meets the standards set by accrediting bodies.
- Feedback and Improvement: Internal verification provides constructive feedback to assessors, allowing them to improve their assessment practices and enhance the overall quality of education.
- Identification of Issues: It helps identify any issues or inconsistencies in assessment practices, enabling the university to address them promptly and maintain the integrity of its academic programs.
- Student Confidence: An effective Internal Verification Policy can enhance student confidence in the fairness and validity of assessment processes, fostering a positive learning environment.
- Data Integrity: Internal verification contributes to the accuracy and reliability of assessment data, which is crucial for institutional reporting and decision-making.

Overall, an Internal Verification Policy serves as a crucial quality assurance mechanism, ensuring that the university's academic standards are upheld and that students receive a consistent and equitable educational experience.

2.2 The aim of internal verification is to make sure the following:

Assessor(s):

- Ensure that assessments are valid, reliable, practicable, equitable and fair.
- Ensure that internal assessment is conducted by using appropriate assessment instruments.
- Apply the standards of assessment uniformly and consistently.
- Judge if learners have met the national standards for the qualification.
- Moderating work to ensure that the standards are being applied consistently.
- Aim for consistency in marking and finalizing grading to adopt a fair policy.

Internal Verifier(s) or curriculum team make sure that assessments are:

- Appropriately administered which any possibility of non-compliance is minimized.
- Valid for every qualification.
- Capable of generating sufficient evidence to demonstrate that national standards are met.
- Sampled for external or internal verification Internal Verification Sampling Form
- Reviewed to confirm validity Internal Verification of the Assessment Instrument or Reassessment

Internal Verifier or curriculum team ensures that assessors:

- Are at home with the desired national standard.
- Are using the foremost up-to-date unit pack.
- Reach accurate and consistent decisions for the identical qualification for all candidates in line with the specified national standards.
- Are given appropriate support.
- Participate in standardization meetings.