



cetb

Bord Oideachais agus
Oiliúna Chorcaí

*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.14 INTERNAL VERIFICATION PROCEDURE

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PURPOSE

Internal verification is the process by which the provider's assessment policies and procedures relating to planning, managing and operationalising all aspects of assessment practices are internally verified, i.e., monitored by staff (Quality Assuring Assessment – Guidelines for Providers, Version 2 Revised, QQI 2018). The overall purpose of the internal verification process is to ensure that a provider is monitoring its own systems and procedures regarding assessment from planning of assessment to finalising results, ensuring that there is adequate learner evidence, and that results, and grades are correctly calculated and recorded.

The purpose of this policy is to outline the procedure surrounding internal verification in Cork ETB and the role of the Cork ETB quality assurance unit, individual campus/centres, principal/campus/centre managers, assessors, internal verifiers and external authenticators in the internal verification process.

SCOPE

This procedure applies to all QQI further education and training programmes provided by Cork ETB campuses and centres or by organisations funded by Cork ETB to provide further education and training.

RESPONSIBILITIES

The principal/campus/centre manager is responsible for the overall co-ordination of the internal verification process within their campus/centre.

The role of the principal/campus/centre manager is:

- to ensure that all staff recognise and understand the importance of the internal verification process
- to ensure that staff with appropriate expertise are trained and understand internal verification procedures set down by Cork ETB

- to ensure that the campus/centre has an adequate number of trained staff to carry out the internal verification procedure when required. The Cork ETB quality assurance unit will schedule mandatory training in the internal verification procedure for staff engaged in internal verification, and the principal/campus/centre manager must allow staff time to attend this training
- to notify the Cork ETB quality assurance unit if new internal verifiers need to be trained in internal verification procedures
- to organise a schedule of trained staff who will be allocated and committed to conducting effective internal verification for each assessment period
- to ensure evidence is corrected and internally verified in a timely manner after delivery concludes. When a course is completed on a modular basis¹, the evidence must be corrected and internally verified after delivery/course is finished
- to ensure that the internal verification procedure is carried out independently of the assessor responsible for the assessment of a component and ensure that no assessor internally verifies their own work

The **Cork ETB Quality Assurance Unit** has the following role to play:

- to schedule and deliver training in Cork ETB's internal verification procedure to staff engaged in internal verification in every campus/centre under the remit of Cork ETB
- to explain the internal verification procedure of Cork ETB to external authenticators appointed by Cork ETB before they begin the external authentication process
- to review the reports for each campus/centre prepared by external authenticators with a view to identifying issues/areas that need to be improved regarding the internal verification procedure carried out in the campus/centre

¹ In this instance, modular basis means courses of short duration where learners enrol on a component basis not for a Major award. For example, BTEI and Evening provision.

- to follow up on issues that arose during the internal verification process by reviewing the continuous improvement plan submitted by the campus/centre and monitoring progress against planned targets

The role of the assessor is to:

Compile a portfolio of learner evidence to include an assessor folder and learner portfolios. The assessor's folder may be presented in digital or hard copy format as outlined in Appendix A. **In order to reduce the amount of paper used by Cork**

ETB staff, it is preferable that learner evidence is provided digitally.

If learner portfolios are presented digitally or partially digitally:

- digital learner portfolios should be presented using moodle. Work which cannot be stored on moodle e.g., IT work and audio-visual files must be securely stored on a shared drive/secure online storage system
- storage system used must be in compliance with GDPR and must not be stored on a personal online platform or device. It must be stored on a Cork ETB online platform.
- only the assessor and other designated staff members should have access to learner's assessment work.

Preparing the individual Assessor moodle site for internal verification

- To prepare the moodle site for internal verification the assessor should first back up their moodle page and save the file to be restored next year
- All assessor notes and resources should be hidden on moodle. Only assessment material should be available on moodle for internal verification
- The internal verifier can then be added to the assessors moodle page as a "non-editing teacher". This enables the internal verifier to have access to verify the learner portfolios but **does not allow** the internal verifier to make changes to the moodle page

Preparing audio visual evidence or physical artefacts for internal verification

- If learners evidence includes artefacts (e.g., art pieces) clear signposting of their location should be provided. This means including a note for the internal verifier to indicate the location of any physical artefacts or audio-visual files which are not stored on moodle
- Audio-visual evidence should be stored securely using a shared drive/online storage system and labelled in the format Class Name, Learner Name, Assessment Technique, Year. For example, Childcare1, Mary Murphy, Interview,2019
- Each piece of evidence should include a signed declaration of authorship, as part of the assessment brief [QA 6.3.2a](#) or moodle submission

When preparing for internal verification:

- evidence must be available for every assessment technique that has been assigned a mark
- include evidence of feedback (as per [QA 6.16 Feedback on Assessment to Learners Procedure](#))
- all or partially digitally portfolios should include completed individual learner marking sheets for each assessment, signed by the assessor and uploaded to a folder on moodle or to a shared drive

If learner portfolios are presented in hard copy

In order to reduce the amount of paper used by Cork ETB staff, it is preferable that learner evidence is provided digitally. However, some assessors, especially those at levels 1-3 may choose to present learner evidence in the traditional hard copy format. In that instance the following steps must be followed:

- hard copy learner portfolios should be stored in a labelled box

- all portfolios should be clearly labelled and presented alphabetically as per the order in the QBS: Authentication Report Learner Group by Minor Award Results Sheet (where RCCRS is not being used)
- if learner evidence includes artefacts (e.g., art pieces) clear signposting of their location should be provided
- audio-visual evidence should be stored securely using a shared drive/online storage system and labelled in the format Class Name, Learner Name, Assessment Technique, Year. For example, Childcare1, Mary Murphy, Interview,2019
- all hard copy learner portfolios should include completed individual learner marking sheets for each assessment, signed by the assessor. Learner marking sheets are also signed by the learner for levels 2 and 3
- each piece of evidence should include a signed declaration of authorship, as part of the assessment brief [QA 6.3.2a](#)
- evidence must be available for every assessment technique that has been assigned a mark
- include evidence of feedback as per [QA 6.16 Feedback on Assessment to Learners Procedure](#)

Depending on circumstances, learner portfolios may include:

- completed [QA 6.7b Cover note for deferral of Assessment Activity due to Extenuating Circumstances](#)

It is preferable that learner evidence be made available electronically to facilitate remote internal verification and remote external authentication. The use of moodle for the submission of learner evidence facilitates remote internal verification and external authentication. It also reduces the amount of paper that needs to be handled by Cork ETB staff.

The role of the internal verifier in the campus/centre:

- is “to systematically check that the provider’s assessment procedures have been applied consistently across assessment activities and to verify the assessment results” (Quality Assuring Assessment – Guidelines for Providers, Version 2 Revised, QQI 2018, p.24).
- the internal verifier therefore has two major roles to play: firstly, checking that the provider’s assessment procedures were adhered to, and secondly to monitor assessment results using Cork ETB sampling strategy (appendix b)
- the outcome of the internal verification is an internal verification report (QA 6.14.a) which is given to the principal/campus/centre manager and is also made available to the external authenticator when they visit the campus/centre

The role of the external authenticator:

- Is to review internal verification reports and to authenticate the findings/outcomes

PROCEDURE

6.14.1 Details

The internal verifier completes the following steps in internal verification:

6.14.1a Initial Checks

- Check that a portfolio of learner evidence is available for all learners entered on QBS/RCCRS and is presented professionally and in an organised manner. Evidence may be presented electronically or in hard copy or a combination of both
- Check that the learner names on portfolios matches the learner names on QBS/RCCRS

6.14.2b Check the Assessor Folder

External authentication will occur as frequently as required by campuses/centres.

The internal verifier checks that the following documentation is accessible, either digitally, in hard copy, or in a combination of both. **To reduce the amount of paper being handled by Cork ETB staff it is preferable to present the assessor folder in a digital format as outlined in [Appendix A](#).**

- Cork ETB component descriptor
- Assessment Planning Template ([QA 6.2.3a](#))
- Internal Assessor QA Checklist ([QA 6.4.4a](#))
- Assessment briefs including deadline dates ([QA 6.3.2a](#))
- Examination papers ([QA 6.3.4a](#)) with attendance sheets ([QA 6.4.3a](#)) where applicable
- Marks Allocation template ([QA 6.3.5a](#))
- Outline solutions for examinations (where applicable)
- Provisional Results sheets printed from QBS: Authentication Report by Learner Group by Minor Award Results Sheet (where RCCRS is not used) and signed by the assessor and the principal/director/campus/centre manager
- Completed Assessment Submission Sheet ([QA 6.4.2.a](#)) (where moodle is not used)
- Ensure that the programme descriptor and component descriptors in use are the correct version of that descriptor as per the Cork ETB SharePoint site
- When a learner has completed a component as part of a major award the internal verifier must check that the component is one of the components required to make up a major award for which the learner has been entered

6.14.1c Check the Learner Portfolios

When evidence is presented digitally the internal verifier must check that:

- it is clear where evidence is stored, i.e., on shared drives, on moodle or other electronic system
- all video or audio files are clearly labelled with separate folders for each class group and component and with the learner's name on each file using the format Class Name, Learner Name, Assessment Technique, Year. For example, Childcare1, Mary Murphy, Interview, 2019

When evidence is presented in hard copy the Internal Verifier must check that:

- all learner evidence is presented in a folder
- folders are presented alphabetically as per the order in the QBS Authentication Report Learner Group by Minor Award Results Sheet (where RCCRS is not used)
- no plastic pockets are used
- all work is clearly labelled

Check each portfolio sampled:

- internal verification is completed on a sampling basis. Internal verifiers should use the Cork ETB Sampling Strategy to select a sample of learner evidence.

Cork ETB Sampling Strategy:

- if there are 12 or less assessment portfolios a minimum of 6 portfolios will be internally verified, to allow for the cut-off points between the grades to be established
- if there are more than 12 assessment portfolios for a minor award, the sample will normally be 15% and will not be less than 6 assessment portfolios for internal verification as per the following table:

Number of assessment portfolios for a Minor Award	Number of assessment portfolios to be included
0 → 12	Minimum 6
13 → 50	15% with not less than 6
51 → 100	15% of Total
101 → 200	15% of Total
201 → 300	15% of Total
300 → 400	15% of Total

- if an assessor is new to QQI assessment procedures, the sample must be extended to include all their portfolios
- check that the marks were correctly totalled, and grades awarded in line with QQI requirements

When checking each portfolio:

- check that the learner marking sheets were completed for each piece of work submitted by the learner
- check there is no correction fluid /correction tape ie: tippex used on the learner marking sheet
- check that the evidence has been generated in accordance with the assessment techniques and instruments in the Cork ETB component descriptor and Cork ETB programme descriptor
- check that the assessors did not round up marks when entering marks from learner mark sheets to QBS. QBS rounds the total automatically at the end where a decimal mark has been awarded

6.14.1d When errors are identified

- The internal verifier contacts the assessor to ensure the errors are corrected and documented in the internal verification report

- When a totting error is identified, and a change entered on QBS/RCCRS the original sheet should be retained. For example, staple the original sheet to the back of the new print off from QBS/RCCRS
- Where a number of errors arise during internal verification of the results of a component, the internal verifier must extend the sample to select additional learner evidence beyond the initial sample selected and check that the marks were correctly totalled

6.14.1e Complete the Internal Verification Report

- The internal verifier prepares an internal verification report (QA 6.14.a)
- The internal verification report should be reviewed, and assessors correct errors found **before** the external authenticator visits the campus/centre
- It is the intention of Cork ETB to allow for flexibility in how to complete the internal verification report. Consequently, it has been prepared in both a landscape and portrait format. A campus/centre can decide which version best suits their requirements. The Cork ETB quality assurance unit will gather feedback from assessors on both versions which will be used to make improvements going forward
- To allow for maximum flexibility the internal verification report is made available to campus/centres in both microsoft word and microsoft excel formats. Each campus/centre can decide which format is most suited to their requirements
- Any errors and action taken to correct any errors are documented in the internal verification report so that the external authenticator is aware of the issue and can check that the error has been subsequently corrected
- The internal verification report is made available to the principal/campus/centre manager and other relevant staff

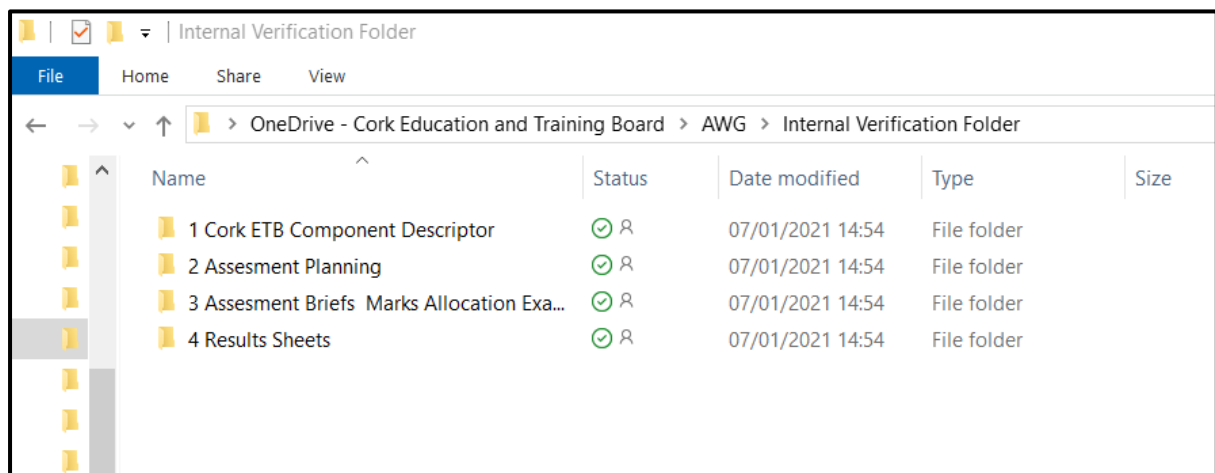
Appendix A – The Assessors Folder

The assessor folder can be compiled in a digital or hard copy format. A sample format for the digital assessor's folder is available below. **A campus/centre may adopt this approach or their own version of the format, the approach taken should be common within the campus/centre.**

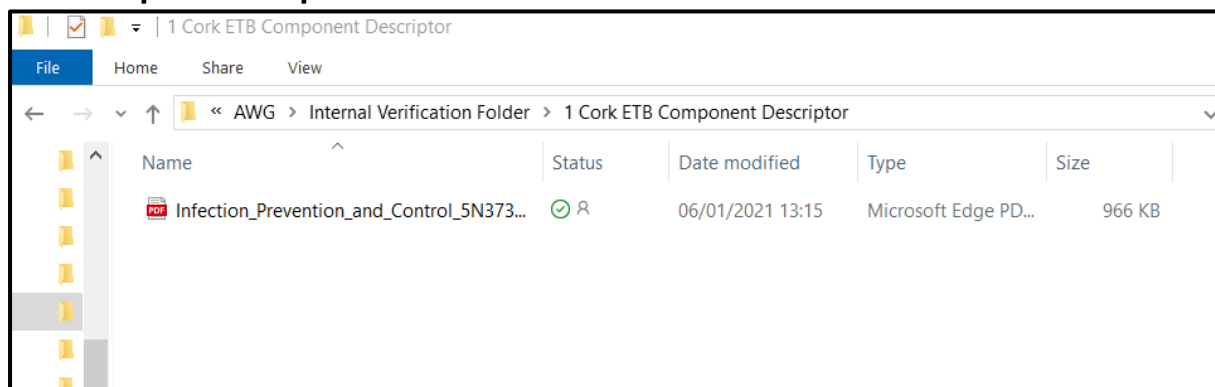
Steps to follow in preparing a digital assessor's folder:

The assessor prepares an electronic folder using the template below.

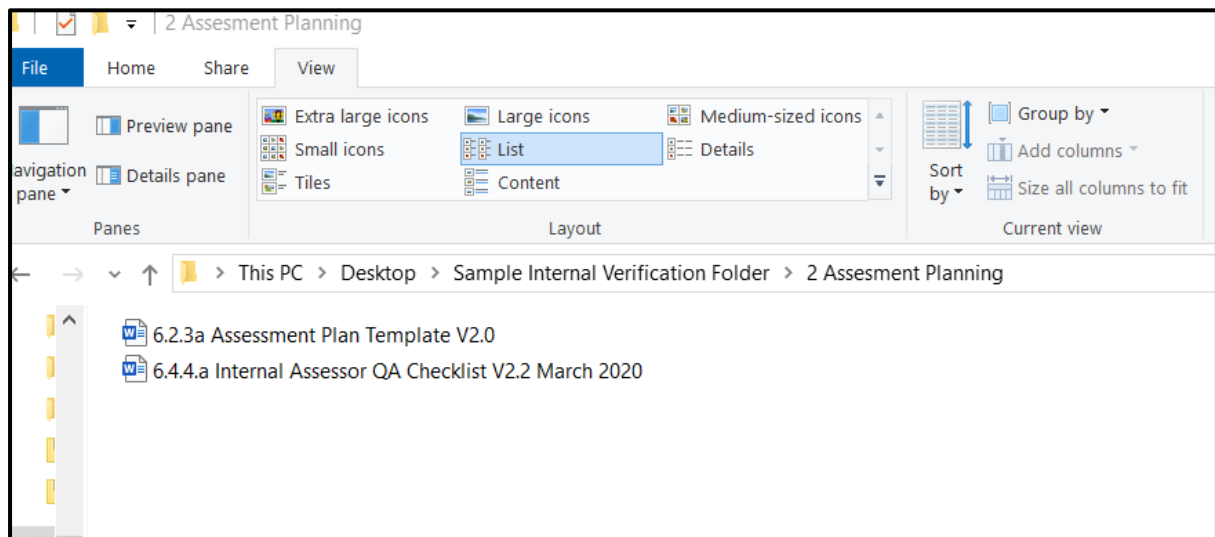
Step One: Create a folder with five sub- folders as below.



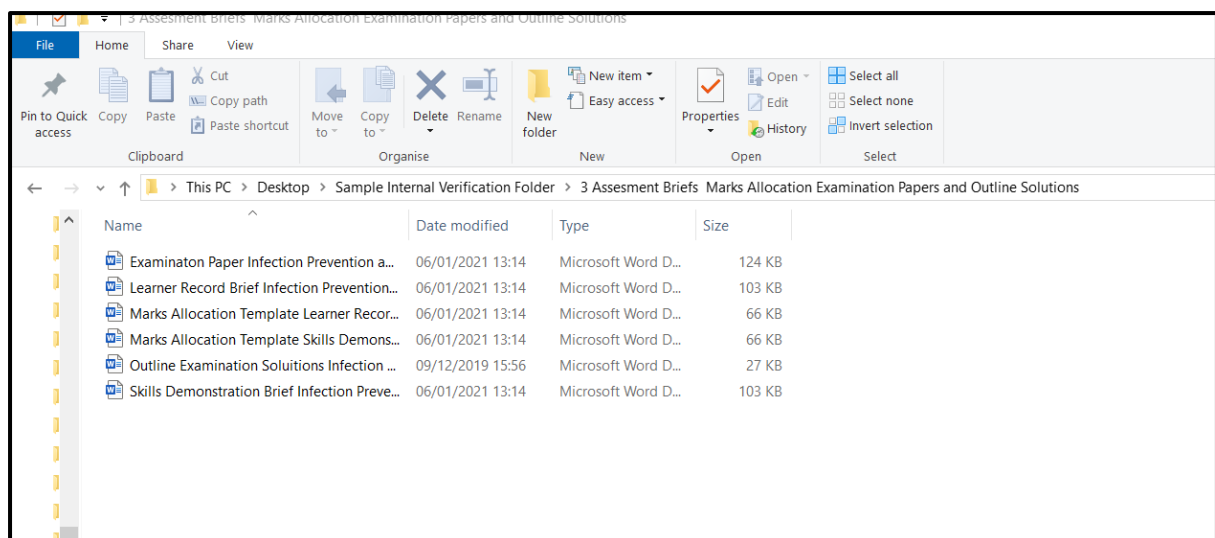
Step Two: In Subfolder One, upload the Cork ETB Component Descriptor for this component as per Cork ETB QA SharePoint.



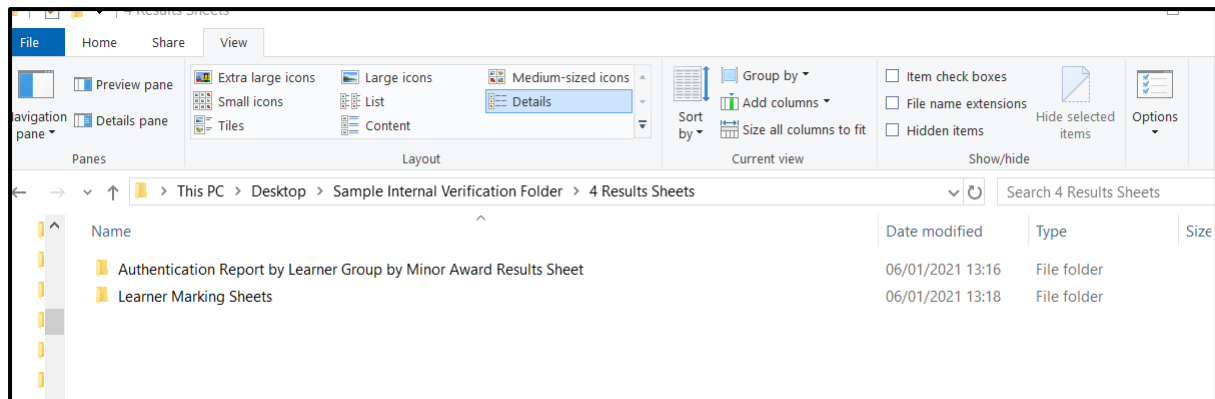
Step Three: In Subfolder Two include QA6.2.3a the assessment plan template for the programme/component and QA 6.4.4a internal assessor QA checklist for the component.



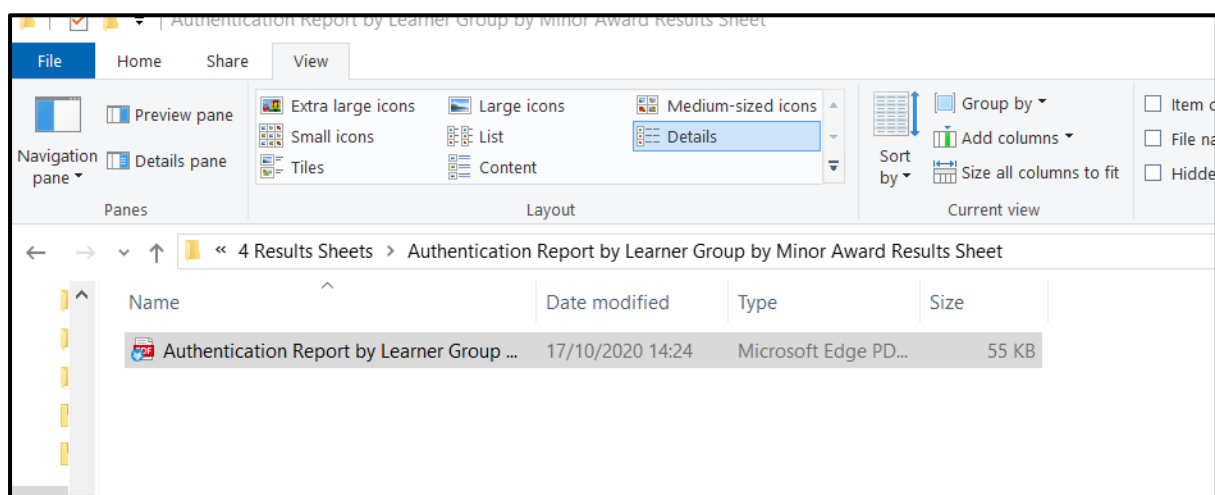
Step Four: In subfolder three, include the assesment briefs, marks allocation template, examination papers and outline solutions for the component as relevant.



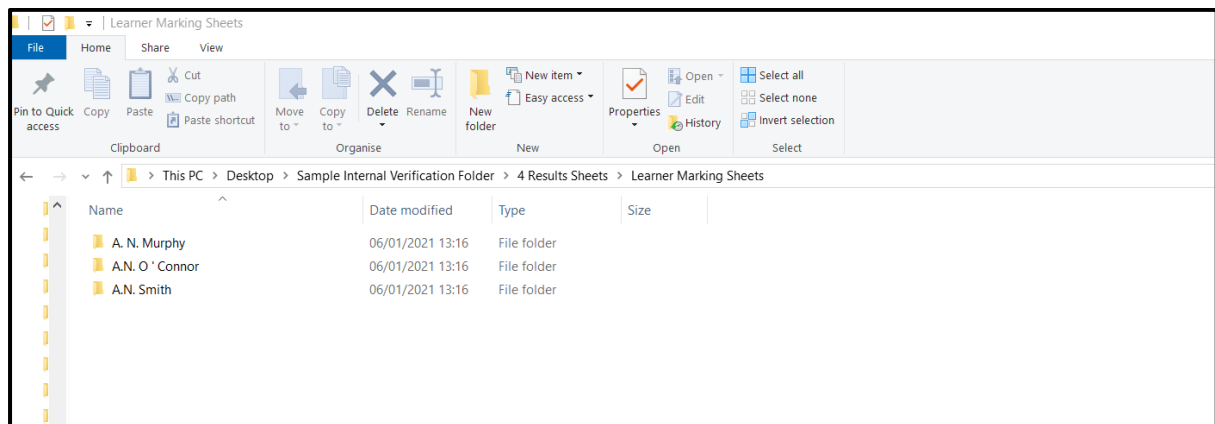
Step Five: In Subfolder Four, create two further subfolders – one for the authentication report by learner group by minor award results sheet and the other for the learner marking sheets . Electronic versions of learner marking sheets are available on Cork ETB QA Sharepoint.



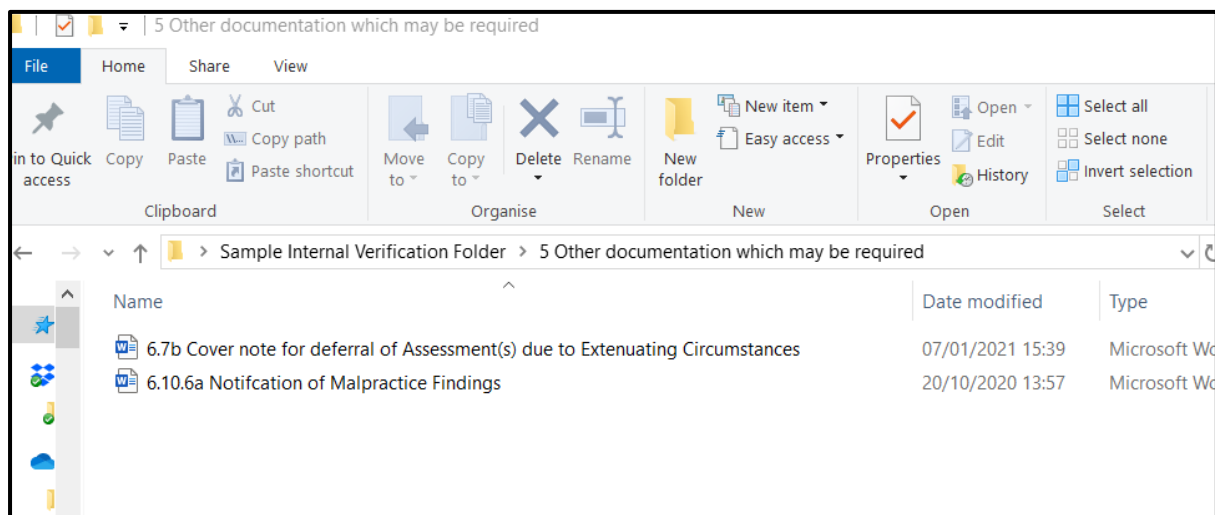
Step Six: In the authentication report by learner group by minor award results sheet folder include the scanned PDF version of the authentication report by learner group by minor award results sheet for the component. This must be signed by both the assessor and campus/centre manager.



Step Seven: In the learner marking sheets subfolder, create a separate folder for each learner. Upload the completed learner marking sheets into the relevant folder.



Step Eight: In Subfolder Five place any other relevant QA documentation e.g. documentation relating to deferral of assessments due to extenuating circumstances.



The digital assessor's folder should be uploaded to SharePoint/OneDrive/Google Drive for the internal verification period and accompanied by all assessment as shown below.

If hard copy examinations form part of the component, they should be presented in alphabetical order in a folder and made available to internal

verifier and external authenticator. If the component requires video/audio evidence for skills demonstration this should be signposted accordingly. The internal verifier is granted access to the assessors moodle page and completes QA6.14a internal verification form accordingly as per QA6.14 internal verification procedure.

Hard Copy Internal Verification:

The assessor prepares a hard copy folder. A sample format for the hard copy assessor's folder is available below. **A campus/centre may adopt this approach or their own version of the format, the approach taken should be common within the campus/centre.** Each section should be clearly signposted and labelled with dividers. For ease of perusal, poly pockets should not be used.

Divider One: Cork ETB Component Descriptor

- Cork ETB component descriptor

Divider Two: Assessment Planning

- assessment planning template ([QA 6.2.3a](#))
- internal assessor QA Checklist ([QA 6.4.4a](#))

Divider Three: Assessment briefs, examination papers and Assessment Submission Sheets:

- assessment briefs including deadline dates ([QA 6.3.2a](#))
- examination papers ([QA 6.3.4a](#)) with attendance sheets ([QA 6.4.3a](#)) where applicable
- marks allocation template ([QA 6.3.5a](#))
- outline solutions for examinations (where applicable)
- completed assessment submission sheet ([QA 6.4.2.a](#)) (where Moodle is not used)

Divider Four: Results Sheets

- Provisional results sheets printed from QBS: **Authentication report by learner group by minor award results sheet** (where RCCRS is not used)
signed by the assessor and the principal/campus/centre manager

The internal verifier is provided with access to the room in which the assessor folder and learner portfolios are stored and completes [QA 6.14a Internal Verification Report](#) accordingly as per [QA 6.14 Internal Verification Procedure](#).

DOCUMENT DETAILS

Title:	QA 6.14 – Cork ETB Internal Verification Procedure
Authors:	Cork ETB Assessment Working Group
This Version Number:	3.0
Approval	Cork ETB FET Strategy Group
Status:	Active
Effective Date:	September 2023
Review Date:	April 2025 or as required
Templates/Resources:	<u>QA 6.4a Internal Verification Report Template</u>



QA 6.14a Cork ETB Internal Verification Report (Landscape Version)

The purpose of this report is to confirm the internal verification process was completed in accordance with the guidelines issued by QQI and to ensure that the provider is managing its own systems and procedures regarding assessment from planning of assessment to finalising of results.

Registered Cork College of FET Campus/Centre Name:		Registered Cork College of FET Campus/Centre No:		Course Name:	
Date of Internal Verification:		Assessment Period:		Class/Course Code:	
Total Number of Learners or Portfolios:		Number of Learners or Portfolios sampled:		Number of Assessors:	

Award/(s) for which results are being internally verified

Award Name	Award Code	Award Name	Award Code

Note: Please complete an Internal Verification Report per module

Sample size: - If there are 12 or less assessment portfolios a minimum of 6 portfolios will be internally verified. If there are more than 12 assessment portfolios for a component, the sample will normally be 15% and will not be less than 6 assessment portfolios. If an Assessor is new to delivery QQI, the sample must be extended to include all of their portfolios.



Please complete for each named component/group of assessment results verified	Is location of all evidence, including integrated assessment, clearly signposted?		Is evidence available for ALL learners who have results entered into QBS/RCCRS?		Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?		Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?		Comments/Action: (If "No", please identify issues and make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	



Please complete for each named component/group of assessment results verified	Is there a completed Internal Assessor QA Checklist (QA6.4.4a) for this component?		Is the Provisional results sheet from QBS/RCCRS present?		Is the QA6.2.3a Assessment Plan present?		Are Assessment Briefs (QA 6.3.2a) including deadline dates and Assessment Submission Sheets (QA 6.4.2a) (if applicable) available?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									

Please complete for each named component/group of assessment results verified	Are completed Marks Allocation Templates QA6.3.5a (or a detailed Marking Scheme) available for each assessment technique (if applicable)?		Are Examination Papers (QA6.3.4a), outline solutions and Assessment Attendance sheets (QA6.4.3a) available (if applicable)		Was QA6.7b Cover Note for Deferral of Assessment due to Extenuating Circumstances included (if required)?		Is evidence present of feedback to learners in accordance with QA6.16 Feedback on Assessment to Learners Procedure?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QCI Component Title									

Please complete for each named component/group of assessment results verified	Were results entry procedures for exemptions and RPL correctly applied?		Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/RCCRS?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	
QOI Component Title					

Declaration:

I/(we) confirm that Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comment if necessary:		

Internal Verifier Name: _____	Signature: _____	Date: _____
Internal Verifier Name: _____	Signature: _____	Date: _____
Internal Verifier Name: _____	Signature: _____	Date: _____
Internal Verifier Name: _____	Signature: _____	Date: _____



QA 6.14a Cork ETB Internal Verification Report (Portrait Version)

The purpose of this report is to confirm the internal verification process was completed in accordance with the guidelines issued by QQI and to ensure that the provider is managing its own systems and procedures regarding assessment from planning of assessment to finalising of results.

Registered Cork College of FET Campus/Centre Name:		Registered Cork College of FET Campus/Centre No:		Course Name:	
Date of Internal Verification:		Assessment Period:		Class/Course Code:	
Total Number of Learners or Portfolios:		Number of Learners or Portfolios sampled:		Number of Assessors:	

Award(s) for which results are being internally verified

Award Name	Award Code	Award Name	Award Code

Note: Please complete an Internal Verification report per module.

Sample size: - If there are 12 or less assessment portfolios a minimum of 6 portfolios will be internally verified. If there are more than 12 assessment portfolios for a component, the sample will normally be 15% and will not be less than 6 assessment portfolios. If an Assessor is new to delivery QQI, the sample must be extended to include all their portfolios.

Cork ETB Internal Verification Report

Module One

Module Name/ Code				
	Y e s	N o	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> present?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and Outline Solutions available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA6.3.4a)</i> , outline solutions and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Two

Module Name/ Code				
	Y e s	No	N/A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and Outline Solutions available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , outline solutions and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Three

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Four

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Five

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Six

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Seven

Module Name/ Code				
	Y e s	No	N / A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and Outline Solutions available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , outline solutions and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	No	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Eight

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	N o	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Nine

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	No	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				

Cork ETB Internal Verification Report

Module Ten

Module Name/ Code				
	Y e s	No	N/ A	Comments/Action
<u>SUFFICIENCY AND RELIABILITY OF ASSESSMENT EVIDENCE</u>				
1. Is location of all evidence, including integrated assessment, clearly signposted?				
2. Is evidence available for ALL learners who have results entered into QBS/RCCRS?				
3. Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?				
<u>GENERATION OF LEARNER EVIDENCE</u>				
4. Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?				
<u>CORK ETB QA DOCUMENTATION</u>				
5. Is there a completed <i>Internal Assessor QA Checklist (QA6.4.4a)</i> for this component?				
6. Is the Provisional results sheet from QBS/RCCRS present?				
7. Is the <i>QA6.2.3a Assessment Plan</i> available?				
8. Are <i>Assessment briefs (QA6.3.2a)</i> including deadline dates and <i>Assessment Submission sheets (QA6.4.2a)</i> (if applicable) available?				
9. Are completed <i>Marks Allocation Templates QA6.3.5a</i> (or a detailed Marking Scheme) and <i>Outline Solutions</i> available for each assessment technique (if applicable)?				
10. Are <i>Examination Papers (QA 6.3.4a)</i> , <i>outline solutions</i> and <i>Assessment Attendance sheets (QA6.4.3a)</i> available (if applicable)?				
11. Was <i>QA6.7b Cover Note for deferral of Assessment due to Extenuating Circumstances</i> included (if required)?				
12. Is evidence present of feedback to learners in accordance with <i>QA6.16 Feedback on Assessment to Learners Procedure</i> ?				
<u>CALCULATION OF MARKS AND ENTERING RESULTS</u>				
13. Were results entry procedures for exemptions and RPL correctly applied?				
14. Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/ RCCRS?				
Internal Verifiers Declaration	Yes	No	Comment (if necessary)	
Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.				



Declaration

I/(we) confirm that Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments/Action Points as appropriate: Authentication	

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____



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