



**UNIVERSAL COLLEGE** *Of*  
**HEALTH & MEDICAL SCIENCES**

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*Unus pro omnibus, omnes pro uno.*

**[www.uchmsc.com](http://www.uchmsc.com)**

## **ASSESSMENT AND INTERNAL VERIFICATION POLICY**

The UCHMSc will ensure that learners are assessed for suitability prior to commencing their chosen programme.

The assessment process will be applied equitably and consistently to all learners who will be assessed according to their ability and experience by properly trained and qualified persons.

Sometimes where persons are in training themselves they will be supervised by a qualified and experienced person.

Assessment will test the areas and skills which are relevant to the aims and outcomes of the programme. It will be designed to measure students at the appropriate level, and criteria for such levels will be clearly defined in the information provided for students, staff and examiners, within handbooks, module descriptors and assessment criteria.

Efficient mechanisms will be in place for feedback to students, relating to both formative and summative assessment throughout their programme so that their tutor and they can monitor progress and identify potential problems or gaps before they can become an issue and respond accordingly.

All records of assessment will be kept securely by the course tutor/assessor and be made available only to others with an interest in the progress of the learner.

Achievement will be notified to the internal verifier in writing. This will normally be on a spreadsheet which will be updated regularly to review progress.

Verification or double marking of a sample of work will be recorded before any claims for certification can be made by the internal verifier.

The UCHMSc, has its own secure database which is used to record such information that tutors, examiners, supervisors etc have access too.

The number of learners to each assessor per course will initially be a maximum of 10 and all teachers are required to be in the process of obtaining a suitable teaching, training and assessing qualification within 6 months of being taken on if they already do not have them.

During this period they will be supervised by a person who has until they are competent to practice autonomously.

There will be monthly meetings with the verifier to ensure an exchange of ideas as well as standardisation. This may be formal or informal.

In addition. The UCHMSc, board of trainers, & and examiners meets 4 times per year to discuss policies, procedures, and complaints, look at examples of our quality monitoring, and standardisation then make appropriate changes to these processes.

The number of assessors allocated to each verifier will be 5 and the verifier will ensure that standards are maintained and that assessors are updated.

This will be part of the CPD training for both assessors and verifiers. The verifier is required to undertake an IV qualification.

In cases where double marking takes place, both assessors are encouraged to gain a verifier qualification.

Sampling will be carried out internally to ensure there is standardisation of assessment and that professional standards are being met. There will be initially 50% or more sampling of all new assessors, then this will be reduced to a 25% sampling of experienced assessors. In cases where there may be concerns, all candidate work will be sampled more often.

The verifier will sample a range of assessors, candidates and units and will keep records of these using the appropriate quality monitoring forms and keeping them in the appropriate folder ready for inspection by the Examination Board. There will be feedback to the assessor on the sampling undertaken.

This policy has been approved and authorised by:

Dr Nicholas Pearce

Principal / Director

21st February 2024, and will be reviewed on or before 21st February 2025.

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