



06-03-02_EMS Cognito Assessment & Internal Verification Policy v3.2

Written	MG/SK
Approved	RK
Date	23-May-19
Review	18-Mar-22

Change Summary

Updated to new template

23/05/19 Updates following SQA Systems Audit April 19

Roles and Responsibilities

All EMS Cognito Policies are to be read and understood by all staff.

Policy Statement

Verification is a crucial element of quality assurance. It ensures that all candidates entered for the same qualification are assessed fairly and consistently to the required standard set by the SQA. EMS Cognito are responsible for operating an effective and documented internal quality assurance system for the following certificates; Lean RCM Theory, Lean RCM Practitioner and Lean RCM Facilitator. This is a requirement of being an SQA approved centre.

Why do we need this Policy?

EMS Cognito must ensure that all candidate assessments are appropriately conducted and that any possibility of malpractice is minimised. This policy ensures all assessors apply the same standards of assessment uniformly and consistently and the internal verification will ensure these principles are met.

Individual Candidate Requirements for Assessment

EMS Cognito is committed to supporting all candidates equally. Assessors should ensure that during the induction process candidates are given the opportunity to disclose any disabilities or additional support needs which may need to be taken into account to undertake the assessment. This should be discussed and actions identified in advance. A record should be kept of any specific arrangements made.

Candidate Assessments

Completed candidate assessments will be held on record for minimum of 12 months following the completion date. The completion date is determined by when the candidate has been resulted within SQA connect. Candidate assessments will be held for internal verification purpose and also for purposes by the SQA.

Internal Verification Process

The internal verifier is responsible for ensuring the validity of internal assessment and the reliability of assessors' judgements.

No individual will act as an assessor and internal verifier for the same group of candidates.

Internal verification will take place quarterly at the EMS Cognito monthly team meetings. Time on the agenda will be given for the assessors to review and discuss the assessment scheme and reach a common understanding. Time will also be given for the internal verifier to spend time with the assessors and work through the sample of assessments and actively discuss the outcomes and

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feedback of the verification process. The meeting agenda will be disseminated to all attendees prior to the meeting.

A sample of all assessments that lead to certification will be signed off by the internal verifier. The sample will be taken randomly as a square root of the total number of candidates completing the work.

The outcomes of the internal verification process will be recorded and feedback will be given to all assessors using the Internal Verification Feedback Form for continuous improvement and standardisation purposes.

Assessment and verification records will be kept to demonstrate clear and effective verification activity has taken place, these records are to remain available to the SQA should they need to be examined.