# Colbourne College
## Internal Verification/Academics

Internal Verification is the process designed to organize, standardize, quality assure and evaluate Colbourne College's assessment practices and decisions, and to act on the findings to ensure consistency and fairness.

**Internal Verification involves four key processes:**

1. co-ordination of the assessment materials and processes;
2. assessing examination and research questions and mark schemes with feedback;

## Sampling of 2% of the assessed work and assigned grades; and

3. preparation of internally verified coursework and course materials for External Verification

**The role of the Internal Verifier is to ensure that:**

- assessment is appropriate, consistent, fair and transparent and does not unintentionally discriminate against any student;
- tutors/assessors receive ongoing advice and support, for example in designing assessment activities;
- students clearly understand research project assessment requirements and are given opportunities to achieve against the expected learning outcome of the course;
- evidence of students' achievement is clearly mapped to the assessment criteria;
- Awards of Pass/Fail are valid, reliable and consistent.
- course requirements and students' works are presented in a manner that enables effective internal and external verification to take place;

*Internal Verification is carried out by the Principal and supported by one or more Internal Verifiers.  Internal Verifiers will need to sign off on the College's Quality Assurance Forms for Internal Verification, before presenting the course files to the Director of Curriculum, for review.*

## Courses Planning and Management

## PLANNING - prior to commencing classes

1. The Principal begins planning for a new semester eight weeks prior to the start of classes.
2. The Principal selects courses and establishes the delivery schedule.
3. The Principal selects Faculty and assigns courses four weeks prior to commencement of the semester.
4. The Lecturers are advised and invited to the Faculty meeting /orientation with at least a minimum of three (3) weeks of notice.
5. The Principal organizes course requirements and course outlines for the semester and submits these to the Director of curriculum and the Registrar.
6. The Registrar submits these to the Director of Students Affairs for copying for students and lecturers in the course.
7. The Director of Curriculum retains these for the meeting of the Curriculum and the Examination Committees.
8. The Principal prepares agenda for the Faculty Meeting.
9. 9.      The Principal hosts the Faculty Meeting for the purpose of:- college and program orientation;  establishing objectives - define expectation and  quality standards,  course delivery methods, class management, research, course objectives and course learning outcomes;   distributing course materials; and the development of Term Paper 1 and the Group Assignment.  The Principal encourages sharing of information and continuous discussion between Lecturers in the same course.
10. The Principal invites Lecturers to New Students Orientation.
11. The Executive Committee plans and executes Students Orientation.
12. The Director of Student Affairs notifies the students of orientation.
13. The Director of Student Affairs prepares Orientation Agenda, meal plan and course materials to be provided to the students.  These include Student Handbooks, Timetables and Booklists, Course Outlines, Term Papers and Group Assignments.

14. The Director of Student Affairs manages students' registration for classes and Societies and ensures all materials are provided to the students immediately upon registering.
15. The Director of Student Affairs provides students contact information to the relevant lecturers in a course.
16. Students receive welcome email from the course lecturer to join the course group.
17. Students receive welcome email from the Faculty Advisor to the Society he/she supervises.
18. Students are sent by the Lecturer week 1 of the 12 weekly lesson materials (power point) developed by the Lecturer for class 1.
19. Website DistantEd portal is uploaded with courses requirements, weekly lessons and course work.

## WEEK ONE TO FOUR OF CLASSES

20. Class commences.
21. Lecturers in a course submit an examination script for the course for the midterm and final examination.
22. The Principal receives these, assures (vets) the questions against the course content and learning objectives, and compiles one paper.
23. The Principal submits the compiled Paper to the Lecturers for a feedback.
24. Once feedback is assessed, and the concern/s is/are factored and discussed, the Principal makes a final draft of the Paper (internally verified copy of the exam paper).
25. The Examination Paper is sent to the lecturers in the course.
26. The Lecturers compose a mark scheme for the Paper and returns to the Principal before or on the advised deadline.
27. The Principal receives these, vets these, and compiles one Mark Scheme.
28. The Principal sends the Mark Scheme to the Lecturers for a feedback.
29. Once the feedback is assessed, and the concern/s is/are factored and discussed, the Principal makes a final draft (internally verified copy of the mark scheme).
30. The Mark Scheme for the examination is sent to the Lecturers in the course.

31. The Principal submits the Examination Paper and Mark Scheme to the Curriculum Committee.
32. The Director of Curriculum submits the verified copy (EV Copy) of the Examination and Mark Scheme to the Principal.
33. The Principal submits the EV Copy of the Examination Paper and Mark Scheme to the Registrar.

## WEEK FIVE TO EIGHT OF CLASSES

34. The Principal confirms the number of students in each course to the Registrar.
35. Midterm Examination papers are printed by the Registar five (5) days prior to the exam and secured in the same hour of printing. The key for the locker is held at a secured point known only by the Principal and Registrar.
36. Midterm Examination papers are distributed to the campuses by courier one (1) day prior to the exam.
37. Invigilators are identified by week seven for the midterm examination.
38. The Principal directly supervises/identifies an examination supervisor.
39. Midterm examination takes place class eight (8). Examination Registers are taken by the invigilator and submitted with the scripts to the Supervisor.
40. The papers are secured at the completion of the examination.
41. The Lecturers collect the term papers from the Registrar. They must sign the receivable book noting the number of scripts received.
42. The Lecturers use the Mark Scheme for the course to score the students work and the record the grades on the appropriate score sheets.
43. The Score sheet is emailed to principal@colbournecollege.com and the hard copy submitted with the marked papers to the campus office.
44. The Principal reviews a sampling (10%) of the marked scripts received against the lecturers score for the students. The papers are approved or returned to the lecturer for reassessment where the need is determined /discrepancy noted. (Internal verification of Scores).
45. Once approved the electronic scores are sent to the Registrar to proof the grades. The grades are then submitted to the electronic grade registry at admin@colbournecollege.com. Lecturers submit

their Mid-semester Report (week 8) providing a midpoint feedback on the course, students and attendance.

46.     Students Surveys on the courses undertaking, their lecturers and overall satisfaction are commissioned (week 8) by the Director of Students Affairs.

## WEEK NINE TO TWELVE OF CLASSES

47.     The Executive Committee assesses the students' responses in the survey and discusses consistent issues identified.

48.     The Director of Student Affairs then publishes a comprehensive Report on the finding as well as responses (of the Executive Committee) addressing the issues identified.

49.     The Executive Committee reviews the findings and determines the steps to take.

50.     All offices are employed in the Midpoint Intervention.

51.     Students and Faculty meetings are convened as part of the intervention.

52.     Term Papers are submitted by the students to the SSO week ten (10) of the semester. Students must sign the registrar's record book.

53.     Lecturers collect the term papers from the SSO office. They must sign the Registrar's Record Book noting the number of scripts received.

54.     A Guest Lecturer is invited to deliver a related course plenary week eleven.

55.     Group Presentation is conducted week twelve (12) of the course.

## WEEK THIRTEEN TO FIFTEEN OF CLASSES

56.     Invigilators are identified by week thirteen for final examination.

57.     The Principal directly supervises/identifies a supervisor for the examinations.

58.     Lecturers submit their Final Term Report (week 14) enabling the final feedback on the course, students and attendance.

59.     Surveys of students on the course, lecturer and college performances are commissioned (week 14) by the Director of Students Affairs.

60.     Final examination takes place class fifteen (15).

61.     Examination Registers are taken by the invigilator and submitted with the scripts to the Supervisor.

62. The papers are secured (lock and key) after the examination by the Supervisor.
63. The Lecturers collect the Examination Scripts from the Registrar. They must sign the Registrar Record Book noting the number of scripts received.
64. The Executive Committee assesses the students' responses in the survey and discusses consistent issues raised.
65. The Director of Student Affairs then publishes a comprehensive Report on the finding as well as responses (of the Executive Committee) addressing the issues identified.
66. The Report is filed by the Registrar.

## WEEK SIXTEEN TO EIGHTEEN

67. The Principal reviews the Lecturers' Reports and tables the findings.
68. The Lecturers Job Evaluations are completed by the Principal week 16 of the semester. A signed copy is given to the Lecturers to sign also.
69. The Principal provides the Evaluations to the Registrar by week 18 for permanent record on the Lecturer's File.
70. Lecturers commence marking Final Examinations.

## WEEK NINETEEN TO TWENTY

71. The Lecturers use the Mark Scheme for the course to score the students work and the record the grades on the appropriate score sheets.
72. The Lecturers total all students' grades for required coursework completed and assigns a final grade. The grades are submitted on the Template supplied by the Principal.
73. The Final Grade Template is emailed to principal@colbournecollege.com and the hard copy submitted with the marked papers to the campus office.
74. The Principal reviews a sampling (10%) of the marked scripts received against the lecturers score for the students. The papers are approved or returned for the lecturer for reassessment where the need is determined. Once approved the electronic scores are sent to the Registrar to proof the grades. The grades are then submitted to the electronic grade registry at admin@colbournecollege.com.

75. The Principal updates the Course File consisting of hard copies of all course documentations and grades. He passes the course file to the Registrar for the record.
76. The Principal provides the Business Development Manager the names of adjunct lecturers to be invoiced.
77. The Lecturers are paid.
78. The Principal notifies the Chief Examiner for Second Marking.

## WEEK TWENTY ONE TO TWENTY THREE

79. The Principal selects 10% of the examination scripts per course for second marking including A, B, C and F.
80. The Principal submit these along with the Course File to the Chief Examiner.
81. Second Marking takes place.
82. Second Markers submit their marked scripts to the Principal.
83. The Principal submits second marked scripts to the Registrar.
84. The Second Markers submit a Report to the Chief Examiner of Findings and Recommendations.
85. The Chief Examiner prepares the official Report reflecting the Examiners findings with recommendations. The Report is addressed to the Academic Board c/o The Chairman of the Academic Board. A copy is provided to the Principal. The Principal responds to the Chief Examiner on the Findings where such is warranted. The Principal's response is also provided to the Academic Chair.
86. The Chief Examiner takes into consideration responses from the Principal and may amend areas of the Report.
87. Students Grades are adjusted in the System by the Registrar where grades are adjusted during second marking.
88. The Final Grades for the semester are released internally and sent to the Lecturers and official emails principal@colbournecollege.com and admin@colbournecollege.com.
89. The Principal's Semester Report is prepared using data and supporting documentations on retention, student and faculty performance, teaching and learning outcomes, survey results, challenges, recommendations etc.
90. The Principal submits the Academic Report to the Academic Board for the General Meeting.

## WEEK TWENTY FOUR

91. Grades are published to the students.
92. The Registrar makes a hard copy of the final course grades for the Course File.
93. The Course File is sealed and becomes accessible only by the Registrar, Principal and Executive Administrator.
94. The Chief Examiner submits the External Examiner's Report to the Academic Board prior to the meeting.
95. The Principal submits the Principal's Semester Report to the Academic Board prior to the meeting.   He files a copy with the Registrar.
96. Academic Board Meeting is convened.
97. The Academic Board discusses the two semester Reports received and makes recommendations.  The data and supporting documentations on retention, student and faculty performance, teaching and processes engaged outcomes, survey results, challenges, recommendations etc. that are presented by the Principal to support the Principal's Report are appraised.
98. The Principal may be asked to respond to the Academic Board in writing regarding concerns raised by the Board.
99. The Chairman of Academics prepares the Academic Report for the semester considering the Principal Report, Chief Examiners Report, Director of Curriculum Report, and including the Findings and Recommendations of the Academic Board.
100. The Academic Report is submitted to the Board of Directors prior to the Board Meeting.
101. The Report is distributed by the Board members at least 7 days before the meeting.
102. The Board Meeting convenes and the Report is deliberated.
103. The Academic Report is published and filed by the Registrar.

**The Semester is successfully completed only when the above steps are timely and efficiently completed.**