

Record & Manage IV & EV, Generate Sampling Plans, Record & Track Staff Actions

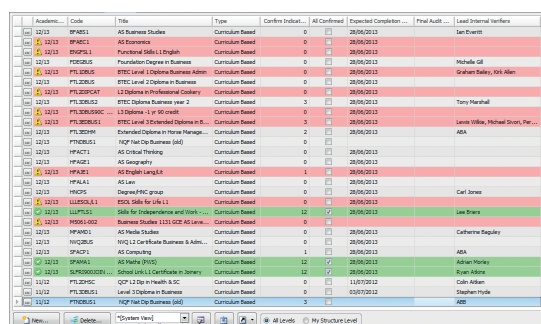
ProVerify is designed specifically for FE Colleges to manage the internal and external verification of programmes. It helps your college to:

- > Ensure that the standards set by the awarding body are being maintained
- > Standardise the IV process across departments
- > Share good practice
- > Identify areas of weakness

ProVerify can be run as an extension to the ProMonitor Markbook and derive its base data from there – this virtually eliminates the setup of the system. If your college does not use ProMonitor Markbook then ProVerify can be used as a standalone system.

The main areas of ProVerify functionality are:

- > Verification of assignment briefs with feedback and actions
- > Automatic generation of the sampling plan using minimum number of samples per enrolment and assessment, sampling rates per assessor and grades
- > Verification of samples with feedback and actions
- > Management of external verifications
- > Lead verifier reviews
- > Recording and tracking staff actions and meetings
- > Management reports



ProMonitor Data Transfer

The data transfer runs overnight to populate ProVerify with the following data from ProMonitor Markbook:

- > Staff
- > Student Groups
- > College Structure
- > Enrolments
- > Units
- > Assessments
- > Grades
- > Users

This process:

- > Virtually eliminates the initial set up of ProVerify
- > Keeps ProVerify data in step with ProMonitor
- > Allows users to work with familiar data
- > Allows users to concentrate on managing verification

Internal Verifications

Record details such as:

- > Student groups
- > Staff – assessors and verifiers
- > Enrolments
- > Supporting documentation
- > Awarding body standard documents & forms
- > Assessments
- > Assignment brief feedback
- > Samples
- > Sample feedback
- > Meetings
- > Student interviews
- > Auditing information
- > Staff actions
- > Lead verifier reviews

Indicator	No. Available	No. Complete	Further Details	Confirmed
Student Groups	1	-		Y
Staff	3	-	1 Assessor, 1 Internal Verifier, 1 Lead Internal Verifier	Y
Staff Quals	3	-		Y
Staff Cts	3	-		Y
Enrolments	2	-		Y
21 Docs & Forms	7	-		Y
Units & Assignment Briefs	9	1	0/5 actions complete, 0 overdue	Y
Assessment Plan	15	0	0 samples overdue, 0/5 actions complete, 0 actions overdue	Y
Sampling/Feedback	0	-		N
Meetings	5	0		N
Student Interviews	0	-		N
Comments	-	-		N
Actions	0	0	0 overdue, 0 with warnings	-

Assignment Brief Feedback

Feedback is recorded to ensure that assignment briefs are 'fit for purpose' before being distributed to students.

Actions can be created when assignment briefs are not adequate. The system can automatically email the assignment brief author when actions have been raised.

Description	Response	Feedback By	Comment
Is the Assignment Brief written to the correct specification?	Yes	Cath Begley	
Does the Assignment Brief indicate the criteria for achievement at varying levels e.g. Pass, Merit, Distinction?	Yes	Cath Begley	
Does the Assignment Brief outline the tasks clearly, show the criteria to be addressed and give appropriate deadlines?	Yes	Cath Begley	
Are these deadlines set in line with an assessment schedule?	Yes	Cath Begley	
Does the Assignment Brief identify possible functional skills for assessment?	Yes	Cath Begley	
Does the Assignment Brief use understandable, appropriate and unambiguous language?	Yes	Cath Begley	
Is the learner directed to use appropriate resources (such as library/learning resources, ILT/VLE, current vocational practice)?	No	Cath Begley	It would be good to mention ILT/VLE & current vocational practice
Are Equality and Diversity issues considered within the assignment?	Yes	Cath Begley	

INTERNAL VERIFICATION - ASSIGNMENT BRIEFS

Award:	FTL3EDHM - Extended Diploma in Horse Management
Unit:	U301 - Understand and Promote Animal Health
Assignment:	B - Assess the health of animals
Author:	Camilla Budd

Internal Verification Checklist	Y/N N/A	Comment/Action Required
Is the Assignment Brief written to the correct specification?	Yes	
Does the Assignment Brief indicate the criteria for achievement at varying levels e.g. Pass, Merit, Distinction?	Yes	
Does the Assignment Brief outline the tasks clearly, show the criteria to be addressed and give appropriate deadlines?	Yes	
Are these deadlines set in line with an assessment schedule?	Yes	
Does the Assignment Brief identify possible functional skills for assessment?	Yes	
Does the Assignment Brief use understandable, appropriate and unambiguous language?	Yes	
Is the learner directed to use appropriate resources (such as library/learning resources, ILT/VLE, current vocational practice)?	No	It would be good to mention ILT/VLE & current vocational practice
Are Equality and Diversity issues considered within the assignment?	Yes	

Internal Verifier:

Date:

Lead Internal Verifier:

Date:

The paperwork can be printed and signed if necessary.

Management of Internal and External Verifications

Sampling Plans

ProVerify automatically generates a sampling plan ensuring:

- > A minimum number of samples per student
- > A minimum number of samples per assessment
- > Samples are spread across a range of grades
- > The required sample size for each assessor is met

Warnings are generated if the sample plan becomes invalidated due to:

- > Withdrawals and transfers
- > Staff unavailability
- > Grading of work

External Verifications

Record details such as:

- > External verifier
- > Awarding body
- > Linked internal verification
- > Visit dates
- > Grade
- > Sanctions
- > Actions

This area of the system helps to ensure that the college is ready for an EV visit and can respond to actions raised by the EV.

Academic Year: Code: Title:

Course: Exp Camp Date: Category Level:

Requires Last Semester Results: First Audit Date: Linked to:

Summary | Student Groups (3) | Staff (1) | Enrolments (22) | Documents & Forms (1) | Units & Assessments (23) | **Sample Plan (6/6)** | Sampling Feedback | Hearings (3) | Student Interviews | Auditing

Runners for modifying the Sample Plan:

Name	Status	USA1	USA2	USA3	USA1	USA2	USA1	USA2	USA1
Farahul H	Continuing								
Muhammad Ali	Continuing								
Layana Gulliforley	Continuing	TH					TH		TH
Saima Siddiqi	Continuing								
Yara Emadshah	TH			TH					
Queen Zulfarwan	Continuing	TH						TH	
Karen Ibrahimshah	Continuing				TH				
Abu Usayyid	Continuing		TH						TH
Saimul Iqbalam	Continuing								
Neel Sachde	Continuing								
Arshad Khitran	Continuing							TH	
Eloz Lariad	Continuing						TH		
Arshad Marshall	Continuing								TH
Uzifa Nabhan	Continuing								
Tareeq Dhaloo	Continuing						TH		
Muhammad Faruq	Continuing	TH	TH						
Qasid Qasim	Continuing								
Nicola Badi	Continuing							TH	
Merya Salwan	Continuing		TH						TH

Auto Import Delete Sample Clear Plan View Key View Rules

Number	No. Samples	Grade	Count	Sample	Status	No. Samples	Actions	No. Actions
TH	61	44	17	Confirmed	4	Complete	5	
	N	118	23	Due within 13...		Incomplete		
	N	303	19	Overdue	57	Overdue		

Confirm Sampling Plans

Academic Year: 12/13 College Level: Site: Main Building

Code: IPAC1 Title: IPAC1 AS Economics

Awarding Body: IPA EV Type: Electronic

Ex Verifier: Milcent Farquer Visit Date: 26/06/2013 Date of Next Visit: / /

College Contact: Cath Bagnall

Overall Grade: Sanction Tariff:

Sanctions:

Linked To (1)	Documents	Actions	Overall Comments					
Acade...	Code	Title	Type	Confirm Ind...	All Conf...	Expected Comple...	Final Aus...	Lead Internal Verifiers
12/13	IPAC1	AS Economics	Curriculum B...	0	<input type="checkbox"/>			38 Events

Confirm Linked To:

Sampling Plans Continued

Warnings are clearly displayed within the system and can be automatically emailed to the lead internal verifier.

Feedback is recorded for each sample and actions can be created if required. The system can automatically email the assessor when an action has been raised.

Actions

- > Record actions for assignments, samples, EVs and audits
- > Staff can be automatically notified by email when an action has been assigned to them
- > Home screen shows each user's action and overdue actions
- > Managers can track, manage and report on staff actions

Description	Response	Feedback by	Comment
Are the assessment judgements accurate?	Yes	Cath Bagley	
Is evidence sufficient to demonstrate the competence?	Yes	Cath Bagley	
Are all relevant assessment records signed and dated by the assessor and learner?	Yes	Cath Bagley	
Is there sufficient evidence that this is the learner's own work?	Yes	Cath Bagley	
Is there clear indication of which criteria have been achieved? Are records valid?	Yes	Cath Bagley	
Is clear, evaluative, verbatim learner feedback provided to the learner?	Yes	Cath Bagley	
Is there appropriate feedback on functional skill competence?	Yes	Cath Bagley	
Is there evidence that spelling, grammar and punctuation have been checked?	No	Cath Bagley	Couldn't see any evidence that spelling, grammar and punctuation had been checked
Does the work have clear unambiguous reference?	Yes	Cath Bagley	
Does the feedback provide the learner with guidance on how to improve?	Yes	Cath Bagley	

Print

Created: dayles on 15/06/2013 12:13:33

Apply OK Close

Details

Action Type:

Description:

UNIT: U301 - Understand and Promote Animal Health
 ASSIGNMENT: B - Assess the health of animals
 Is the learner directed to use appropriate resources (such as library/learning resources, ILT/MLE, current vocational practice)?
 It would be good to mention ILT/MLE & current vocational practice

Action By:

Priority:

Due Date:

Completed: ☐

Note:

Reporting

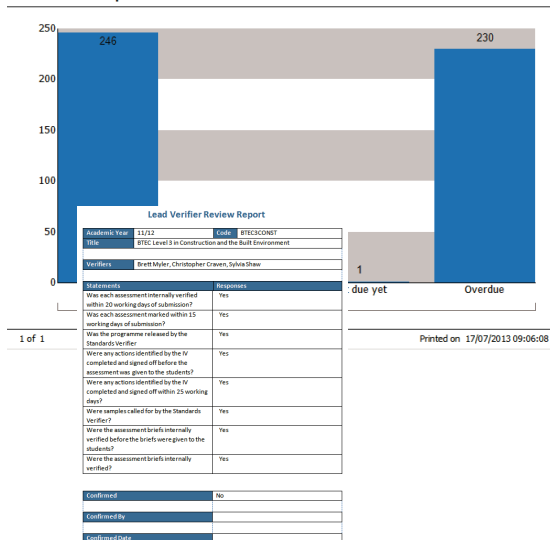
The ProVerify system comes with an array of sample reports that can be run from various screens within the system.

The ProVerify Report Builder provides full access to all of the reporting functionality within ProVerify.

This includes:

- > The ability to edit and customise the sample reports provided with ProVerify
- > Full access to the acclaimed Compass report writing facilities which allows you to create your own reports
- > Ability to add your own datasources, from sources external to ProVerify, that you can then report on

Verification Sample Status



Options:

- > Annual Support & Upgrades
- > Training & Consultancy

More information

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Advanced Computer Software Group Limited is a company registered in England and Wales under company number 05965280, whose registered office is Ditton Park, Riding Court Road, Datchet, SL3 9LL. A full list of its trading subsidiaries is available at www.onadvanced.com/legal-privacy.

Minimum Client Requirements:

- > Windows XP SP3 or above (32 or 64 bit)
- > 2 Ghz Processor
- > 1 GB Memory
- > 200 MB Hard Drive Space

Recommended Client Requirements:

- > Windows 7 or above (32 or 64 bit)
- > Core i3 or equivalent
- > 4 GB Memory
- > 200 MB Hard Drive Space

Minimum Server Requirements:

- > Windows 2008 Server or later
- > Dual Xeon Processor or equivalent
- > 4 GB Memory
- > 20 GB Hard Drive Space
- > MS SQL Server 2008

Recommended Server Requirements:

- > Windows 2012
- > Quad Xeon Processor or equivalent
- > 8GB RAM
- > 120GB Hard Drive Space
- > MS SQL Server 2012

Advanced

Advanced are developers of a wide range of systems for Further Education. ProAchieve, now in use at over 350 colleges as well as various other education providers, has become the accepted standard for analysis of Success, Retention and Achievement. All Advanced systems are backed by acclaimed support and training to ensure maximum benefit.