Article 6 – Verification Procedure

(Railway Transport College's Director's Order#87)

3. 05.2022.

1. Verification is the mechanism of ensuring assessment tools which are based on the institution's assessment system.

2. The procedure of verification is implemented by the engagement of the verification group which is created by the college's director and is managed by the quality assurance manager. The member of the verification group could not be a person, who participated in the process of creation or agreement of an assessment tool.

3. Verification occurs in accordance with an advanced implemented system of risks, by the consideration of the risk factors.

4. The process of verification is implemented in accordance with appendix #3.

5. Within the procedure of verification, the group of the verification prepared the conclusion (appendix #4), where should be justified how valid and fair was the evaluation process of the students. In conclusion, should be identified all the problems accrued during the procedure of verification.

6. In accordance with the verification conclusion, if it is necessary, the learning process and practice manager implement the plan of action of recommendations, where should be written all planned activities within the deadlines and indicators of implementation. The responsible person for monitoring the recommendations is the quality assurance manager.

7. On the verified assessment tool, it is written – verified and it is signed by the quality assurance manager.