



# Internal Quality Assurance Policy

<b>Document Version Control</b>			
<b>Document Version</b>	<b>Date</b>	<b>Policy Author(s)</b>	<b>Review Date</b>
Version 1.0	01/07/2017	Joe Turner	01/07/2018

## **Internal Quality Assurance Policy**

Accredited Centers are required to use an Internal Quality Assurance (IQA) process which ensures that learners receive accurate, valid grades with high quality, developmental feedback, and that assessors, tutors and teachers have regular opportunities to engage in peer assessment and good practice sharing.

All internal verifiers are expected to be appropriately qualified holding either D34, V1, or The Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice. The IQA must also be occupationally competent to meet the requirements of the assessment strategy for the relevant qualification. Internal Quality Assurance personnel working towards their IQA qualification must have their work countersigned by a qualified occupationally competent internal verifier.

The Lead IQA will ensure that all learners are registered 8 weeks after the start date of their qualification, unless requested to do so earlier by an assessor wishing to make assessment decisions before this date.

## **Internal Quality Assurance Aim**

This document outlines the process for ensuring that all programmes are quality assured and additional moderation is carried out by the Lead IQA, as required. It also ensures that good practice is shared between assessors and developmental areas are highlighted at the earliest opportunity. The process is described below and can be applied to both practical and written assessments. The model aims to:

- a. Standardise grading judgments.
- b. Maximise the developmental feedback to the learner.
- c. Provide developmental feedback to assessors, tutors and teachers.

The size of the sample to be quality assured will vary, dependent on the number of times the programme has been delivered and the quantity of learners to be assessed. Consideration will also be given to the individual assessor when the sampling percentage is agreed.

## **Internal Quality Assurance Process**

The Lead IQA will produce a matrix with details of all programmes, assessments and allocated Assessors and IQAs. The Lead IQA will be required to allocate quality assurance responsibilities to appropriately competent IQA's, each IQA will need to plan their sampling using a sampling plan which covers:

- Assessors
- Learners
- Units
- Assessment methods
- Types of evidence
- Assessment records
- Assessment locations

IQAs will be responsible for completing the IQA Report at Appendix 1 and storing these safely and confidentially.

The IQA process should also include observation, to address all of the following areas:

- Assessment planning and action planning
- Questioning and giving feedback
- Assessment using a range of assessment methods

IQAs will observe assessors as a minimum twice in each calendar year

## **Standardisation and Continuous Professional Development (CPD)**

Regular standardisation meetings will be held, chaired by the Lead IQA, The meetings will be an opportunity to share good practice and highlight areas for development; however, neither IQAs nor assessors should wait until the monthly meeting if they have identified a significant area for development. Such issues should be directed to the Lead IQA as a matter of urgency. The lead IQA must document all of these instances and store the evidence in the standardisation folder.

CPD is the responsibility of the individual assessor; each assessor must, in conjunction with the relevant assessment strategy make sure that they have completed all necessary CPD activities. These must be recorded in an auditable CPD record. The lead IQA has the opportunity to remove assessors from assessment where CPD activities have been or are inadequate

### **Additional Guidance**

For External Quality Assurance purposes, all IQA documents and records must be retained for three years.

Where staffing constraints dictate that a member of staff is required to assess and quality assure on the same programme, they must only quality assure assessments which have been conducted by another assessor.

The Lead IQA will be responsible for maintaining a database of all IQA and assessor activity.

## Risk rating

All assessors will be risk rated as per the table below.

Band	Description	% IQA
1 RED	Novice Assessor/ Assessor working towards A1/ Significant action points identified during recent samples	100%
2 YELLOW	Newly qualified Assessor/Minor action points identified during recent samples	50%
3 AMBER	Assessors showing minor actions during recent IQA samples	30%
4 GREEN	Assessors working within the requirements proving consistency in assessment decisions over a period of time	10%

## Rationale

### Band 1 – Red

This assessor is newly qualified or new to the organisation. It may also be necessary to move an assessor to this banding where a qualification has been re written. i.e. the standards have changed or the assessor has become involved in delivery of a qualification which is new to them. Where an assessor is qualified and deemed red/band 1 the IQA must ensure that a development plan is put into place. This assessor may move from red to yellow when the following criteria have been satisfied.

- The assessor qualification has been achieved
- The IQA has sampled 5 portfolios and there have not been any remedial actions
- The development plan for the transition from red to yellow has been achieved

### Band 2 – Yellow

This is an assessor who is newly qualified. Or has had been working at amber and recent samples have shown minor actions. They may also have moved from red due to recent successful sampling. The assessor may move from yellow to amber when the following criteria have been achieved. All assessors deemed as yellow should have a development plan in place to move them from yellow to amber.

- The IQA has sampled 5 portfolios and there have not been any remedial actions
- The development plan for the transition from yellow to amber has been achieved

### **Band 3 – Amber**

This assessor is experienced, or has had been working at green and recent samples have shown minor actions. They may also have moved from yellow due to recent successful sampling. All assessors deemed as yellow should have a development plan in place to move them from amber to green. The assessor may move from amber to green when the following criteria have been achieved.

- The IQA has sampled 5 portfolios and there have not been any remedial actions
- The development plan for the transition from yellow to amber has been achieved

### **Band 4 Green**

This assessor is qualified and recent sampling has not shown any significant action points.

### **Moving between bands**

Assessors may move between bands, movement upwards can only take place one band at a time. Assessors may also move downwards movement down the scale may be one band or straight to band 1 – red.

It is essential that the IQA team keeps records of the banding and document all movements and reasons for these movements. Each individual IQA must ensure that the assessors in their team are risk banded and a rationale for the current banding is recorded.