POLICY / PROCEDURE

Document Title	Internal Quality Assurance Policy
Version	2.0
Approved by	Executive Team
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Effective date	01/08/19
Date of next review	31/07/22
Lead responsibility	Vice Principal Curriculum and Quality

1.   Purpose

1.1   Internal Quality Assurance (IQA) is the process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of student's work.

1.2   The term IQA encompasses all activities that check and validate assessment including standardisation and moderation. This includes established systems of verification such as those proposed by Awarding Bodies, shared observation of student activities, second marking of students' work, or team grading / assessment of students' work.

1.3   Every course which uses internal assessment to mark student work, which then contributes to their final grade, must operate an IQA or moderation process.

1.4   The aim of internal quality assurance is:

- To ensure that students are assessed accurately, fairly and consistently
- To satisfy the assessment requirements laid down by Awarding Bodies and other relevant assessment authorities
- To verify that assessors are correctly interpreting and applying the standards set out in awarding body specifications
- To ensure that assessment decisions are valid, authentic, reliable, current and sufficient for all our students
- Give staff essential feedback and support

2.   Scope

2.1.   The policy relates to all FE provision. For the purposes of this policy the term Internal Quality Assurance (IQA) encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding organisations or it may occur through shared observation of student activities; second marking of students' work, or team grading/assessment of students work.

3.   Principles

3.1   The key principles of the Internal Verification Policy are that:

- the process of monitoring assessment practice ensures that assessment decisions meet national standards
- there is a continuous check on the consistency, quality and fairness of marking, grading and overall assessment of student's work
- all students are fairly, accurately and regularly assessed in a consistent manner and that the requirements of the QCA and Awarding Organisations are met
- valid assessment decisions are reached for all students and that external requirements are fully met
- academic staff are supported in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached.

3.2 Actions

- All IQAs must possess the appropriate qualifications to undertake internal verification activities. Staff who are working towards these qualifications can carry out IQA under the supervision of a qualified Internal Quality Assurer.
- IQAs are also expected to develop their subject expertise through relevant professional development activity. Please consult your Awarding Body for specific guidance on this matter.
- Training/development is carried out to address identified needs of all IQAs
- There is a system in place to ensure that validations of summative decisions are made by qualified IQAs who have not made the assessment decisions
- A qualified IQA validates all claims for certification (trainee IQA decisions must be counter-signed)
- Sampling is on-going and not end-loaded and records of sampling are maintained
- Heads of Faculty/the Assistant Principal take responsibility for ensuring that each programme has sufficient IQAs to fully support the Assessors
- The ratio of Assessors to IQAs is appropriate for the award/level/situation
- Professional updating takes place for all assessors
- Newly appointed assessors receive induction by their manager regarding:
  - Centre documentation and procedures
  - Centre assessment, verification documentation and quality assurance procedures
  - Notified of assessment Appeals Procedure
- All assessment decisions are counter-signed by qualified assessors
- IQAs meet with assessors to discuss assessment issues and standardisation on a regular basis
- All assessors are monitored and given the type and level of support which is suited to their needs
- Assessors are given feedback which is constructive and relevant
- Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification
- Each programme must have identified members of staff who will verify or standardise the assessments for that particular programme
- Appropriately qualified staff must carry out internal verification. Where a trainee internal verifier undertakes I, this must be verified by a qualified IQA and counter-signed
- IQA must be carried out continuously throughout the year. In addition to this, each programme will identify appropriate periods of time when IQA takes place.
- Any evidence produced must meet the requirements of the awarding organisation
- Assignments must be verified before they are issued as well as when they have been marked
- Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested
- Records of IQA must be kept in a secure location, accessible to authorised staff
- All IQA or moderation must be in line with current awarding organisation standards
- Sampling must be across all assessors, all types of evidence and all learners
- Internal Verifiers must attend standardisation meetings

4. Relevant Legislation / Regulation

No legislation applies to this policy

5.   Related Documents

5.1.   The following related documents are relevant to this policy / procedure:

- Appeals Policy
- Assessment Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Staff Development Policy

6.   Accountability

6.1   The Vice-Principal Curriculum and Quality is responsible for the drafting and implementation of this policy.

6.2   He is also responsible for ensuring that this document is regularly reviewed and updated – and is the first contact point for managers seeking advice and guidance about the English and maths policy or making enquiries about its interpretation.

6.3   All managers are responsible for ensuring that they and their team members follow the requirements set out in this document.

6.4   All employees are responsible for adhering to the requirements set out in this document. The specific roles of each group of staff are documented in Appendix A.

7.   Equality & Diversity

7.1   The College has paid due regard to equality considerations during the preparation and implementation of this Policy and Procedure.

7.2   These considerations included the potential for any differential negative effect on the grounds of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief (including lack of belief), sex, sexual orientation, marriage or civil partnership.

7.3   The College's judgement is that there is no such negative effect on those grounds and, consequently, no potential breach of the Equality Act 2010.

7.4   The operation of this Policy and Procedure will be monitored by the Personnel Manager in order to establish that no unlawful discrimination is taking place and to identify opportunities for the College to enhance equality of opportunity and fair treatment.

8.   Review

8.1   This document will be reviewed by 31st July 2022.

8.2   The Vice Principal Curriculum and Quality will undertake this review, taking into account the outcomes of the monitoring process, legislative changes and developments in good practice.

8.3   As part of the review, the [title of relevant manager] will seek and consider the views of the College's employees and of the recognised trade unions.

8.4   The outcome of the review will be reported to the Senior Management Team.

9.0   **Document Identification**

Category [select ONE only]	☐Programmes/courses ☐Partnerships ☐Finance ☒Quality ☐Governance ☐Health and safety ☐Facilities ☐Computer Services ☐MIS ☐Admissions ☒Teaching and learning ☐Personnel
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