



Quality Assurance Policy

1. Policy Statement

Quality Assurance (QA) 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.

To ensure that all students are fairly, accurately and regularly assessed in a consistent manner.

To meet and exceed the requirements placed upon us by Ofqual and the Awarding Organisations, End Point Assessment Organisations (EPAO).

To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.

To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached

2. Scope

For the purpose of this policy, the term QA 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 / EPAO; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work.

Any task, activity, essay or project that contributes to the students' final achievement in a vocational area or academic subject will fall within the scope of this policy.



3. Legislation

No specific legalisation applies to this policy.

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

4.1 The policy is known, understood and implemented.

5. Actions to Implement and Develop Policy

5.0 All documentation will be checked for compliance against the ESFA funding rules, I.E. eligibility, 20% off the job training, at least 366 days length of programme.

5.1 Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification.

5.2 Appropriately qualified staff must carry out all internal verification. Where trainee internal verifier undertakes QA, this must be verified by a qualified QA and countersigned.

5.3 Each programme must have identified members of staff who will verify or standardise the assessments for that particular programme.

5.4 QA must be carried out continuously throughout the year. In addition to this, each programme will identify appropriate periods of time when QA takes place. These times will be included in a course calendar, which each course must have in place in either the QA file or course file. First verification at 6 weeks, then interim at 6 months and final within 90 days of expected end date.

5.5 Any evidence that is produced must meet the requirements of the Awarding Organisations, EPAO and ESFA.

- 5.6 The evidence must be recorded on appropriate documentation, which takes into account the requirements of Awarding Organisations
- 5.7 Assignments must be verified before they are issued as well as when they have been marked
- 5.8 Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested.
- 5.9 Evidence that QA practice has taken place must be available by the end of the first term for monitoring by the Quality Adviser/ Lead Verifier.
- 5.10 Internal monitoring of QA activity will be carried out via Quality Adviser/ Lead Verifier.
- 5.11 Records of QA must be kept in a secure location and accessed by staff authorised to do so.
- 5.12 All QA or moderation must be in line with current Awarding Organisation and Joint Awarding Body and EPAO recommendations.
- 5.13 Sampling must be across all assessors, all types of evidence and all learners including plans, reviews and records in addition to candidate evidence.
- 5.14 Quality Assurer must attend standardisation meetings quarterly and maintain a current continuous professional development file.
- 5.15 With Direct Claim Status, the specific Awarding Organisation guidelines must be followed.

6. Monitoring and Evaluation

- 6.1 This policy will be monitored by the MD/Lead Verifier



Please note:

- We will consider any request for this policy to be made available in an alternative format or language.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome
- suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	NextReview Date:
MD	V.1	Jan 2018	Jan 2019	Jan 2020