



Internal Quality Assurance Policy

Scope of policy: All learners and staff

Approved by: Senior Leadership Team (SLT) / Trustees February 2023

Review Date: February 2024

Introduction

This procedure sets out the steps to follow to carry out Internal Quality Assurance duties as part of the quality management process at inspire+. This procedure covers all qualification and Awarding Body's that inspire+ are engaged with for academic year 2022 – 2023 and has been compiled in line with Joint Awarding Body Guidance on Internal Verification, (refer to inspire+ website policy page for hard copy).

Internal Quality Assurers are responsible for the leadership and management of the assessment process ensuring that the assessment decisions made by all staff consistently meet standards, are accurate, fair and reliable.

This is the written Internal Quality Assurance procedure, which has been approved by Senior Leadership Team and Trustees.

- All members of staff involved in assessment and verification activities need to be aware of relevant health and safety, safeguarding and environmental/data protection and equal opportunities policies and how they are applied within the Charity and on employer partner premises.
- Lead Internal Quality Assurers are responsible for checking (verifying) the quality of assessment decisions across all IQA's and assessors, all units and samples from every candidate category.
- inspire+ recognises that failure to fulfil internal quality assurance commitments could lead to the withdrawal of centre approval by the awarding body.

Access to Assessment and Recognition of Prior Learning

Recognition of Prior Learning and Access to Assessment need to be considered during each student's initial assessment and induction:

- All assessors must work with students to ensure that previous achievements are fully considered as part of each student's initial assessment.
- Recognition of Prior Learning (RPL) must consider formal, non-formal and informal learning. This could include knowledge and skills gained from the school, college and university and outside formal learning situations such as through work experiences or a hobby. Recognition should be given for what has been learned from these experiences.
- RPL claims must be made in a timely way using the systems of the appropriate awarding body.
- Any exemptions or relevant prior learning must be documented in the individual learning plan/assessment plan.
- In order to ensure subsequent assessment is fair and consistent, the particular learning needs, disabilities or temporary injuries of students need to be considered. The aim is to ensure that access arrangements allow students to show what they know and can do but without changing the demands of the assessment.

If a potential assessment support need is identified for individual students, assessors must notify and work with the inspire+ and Stamford College SEND/Exams teams who will check the guidance of the relevant awarding body and liaise with them to apply and seek the agreement of special access arrangements.

Internal Quality Assurance Sampling Strategy

The internal quality assurance sampling strategy involves reviewing the quality of assessor judgments at both interim and summative stages. This includes reviewing student assignments briefs, assignments, essays, project work and portfolios before decisions have been made on any unit/task/element or when one or two units/tasks/elements are completed.

It will include checking the planning, review and feedback given to students by assessors and will enable the internal quality assurer to evaluate the quality of formative guidance on assessment and to pick up any problems at an early stage. It will also highlight individual assessor needs which in turn must be used to develop the assessment team as a whole. The internal quality assurer will achieve this through effective planning, which must in part include observing assessors performance where appropriate and in line with awarding body requirements, meeting with assessors verbal and written feedback and through department standardisation meetings.

Internal Quality Assurance will:

- Develop and implement the sampling procedures as defined in sampling plan and in line with awarding body requirements.
- Complete awarding body documentation: signing interim where necessary e.g. unit/element of an assignment brief completely signed off by the assessor and internally quality assured before issuing to students.
- Where required as part of the qualification, observe assessors giving feedback to students and give feedback to the assessor.
- All assignments briefs, assignments, project work units including optional units and all assessment methods must be sampled for each assessor over a period of time, e.g. an annual cycle.
- Where required by the awarding body all assessors will be observed during the annual cycle, how often depends on experience and internal quality assurers sample.
- Internal Quality Assurance is not an 'end process, where appropriate interim, as well as summative assessment decisions, should be included in the internal quality assurance sample.
- There may be no requirement to sample every candidate but internal quality assurers must ensure a sample from each category/group, e.g. include in your sample, age, gender, and new starters, mid-term and well-established students.
- Where required assessors working towards TAQA, internal quality assurers must arrange for a qualified competent assessor to check and countersign their assessments.

- Internal quality assurer will initially deal with any appeals, informing lead internal quality assurer and HOD
- New and less experienced assessors should be sampled/observed more frequently, in line with awarding body guidance; the expectation is that new assessors sampled should be based on risk which will determine the sample to be taken
- Where required by the awarding body students must meet formal assessment deadlines in order for an assessor to accept evidence of assessment
- Assessors must confirm that the student evidence they have assessed is authentic.
- Where required by the awarding body students must include a signed declaration of authenticity with every assignment/unit they hand in. This should confirm that the evidence they are presenting is their own and they understand the impact and consequences of submitting plagiarised work.

Roles and Responsibilities

Lead Internal Quality Assurer:

- Develop sampling plan based on their sampling strategy using awarding body documentation.
- Hold all internal quality assurance documentation in a secure central accessible place Liaise with awarding bodies and ensure compliance re the delivery/assessment of qualifications.
- Arrange and facilitate External Verifier/Standards Verifier/External Examiner requirements as detailed in awarding body quality assurance handbook
- Co-ordinate internal quality assurance processes within their team.
- Develop and support the internal quality assurers and assessors in their team
- Alert HoD's/DOL's/DQ to assessment issues, trends and team development needs.
- Help to identify areas of training for internal quality assurers and assessors – new internal quality assurers/assessors working towards their TAQA award should achieve this qualification within 12 months.
- Induct new internal quality assurers so that they fully understand their role
- Lead standardisation meetings, ensuring standards are consistently met, sharing good practice, new documentation etc.
- Liaise with External Verifiers, agree on the verification plan, to be available for the visit, provide information and documentation requested, arrange for students to be available, convey messages following a visit to lead internal quality assurers, assessors and HoDs/DOL's/DQ.
- External Verifiers visits should not be cancelled, any issues must be discussed with DQ.
- Countersign documentation for internal quality assurers working towards their TAQA qualification.

- Ensure all students are registered in line with awarding body requirements, clear audit trail allowing for the ten-week rule.
- Ensure that documentation relating to completion of students qualification is completed correctly, timely and meets the date issued by the college.

Internal Quality Assurer

- Carry out sampling procedures as defined in sampling plan and in line with awarding body requirements.
- Complete awarding body documentation: signing interim where necessary e.g. task/assignment/brief/unit not completely signed off by the assessor.
- Observe assessors giving feedback to students and give confidential feedback to the assessor where required by the awarding body
- If assessors are working towards TAQA, internal quality assurers must arrange for a qualified competent assessor to check and countersign their assessments.
- Discuss with students their progress and understanding of their qualification where required by the awarding body.
- Sample students e/portfolios: all methods of assessment e.g. observation, witness testimonies, case histories, worked products, personal statements, professional discussions.
- Provide robust consistent feedback to assessors re the quality of feedback given to students, and assessment decisions made.
- Initially deal with any appeals.
- Countersign documentation for assessors working towards their TAQA qualification.
- Ensure all students are registered in line with awarding body requirements, clear audit trail allowing for the ten-week rule.
- Ensure that documentation relating to completion of students qualification is completed correctly, timely and meets the date issued by inspire+ / Stamford College.

Internal Assessors

- Occupationally competent and have relevant occupational expertise as defined by the awarding body.
- Qualified to the relevant TAQA assessor units within the first 12 months of registration as a student assessor, if they do not hold the A1/A2 or the D32/D33 qualifications.
- Ensure they are fully conversant with awarding body practice and requirements.
- Ensure that the students have been registered with the awarding body as near to the start of the programme as possible and or clear audit trail for the ten-week rule.
- Manage the assessment system, from student induction to assessment planning, feedback, assessment decisions, review, and record keeping as required by the awarding body.

- Check and correct students English and mathematics skills on all assessed evidence, e.g. study programmes/qualifications/apprenticeships.
- Ensure the students' evidence is valid, authentic, sufficient and current.
- Provide high quality oral and written feedback on assessment decisions.
- Ensure assessment decisions are correct, fair and reliable.
- Meet with their internal quality assurer and participate in internal quality assurance standardisation meetings a minimum of three per calendar year.
- Retain documentation/records to standards required by the awarding body/college.
- Ensure that documentation relating to completion of students qualification is completed correctly, timely and meets the date issued by the college
- Update their Curriculum Vitae.
- Maintain their own continual professional development.

Occupational Competencies: CPD

All internal quality assurers will have sound working knowledge of assessment and verification principles as defined in the quality assurance standards outline and required by awarding bodies.

As an internal quality assurer, it is best practice to have the occupational expertise and sufficient experience of having conducted assessments of specific national occupational standards you are assuring, a minimum of one year experience within the last two years.

Standardisation Meetings

Standardisation meetings must take place as a minimum once per term each academic year and can be increased as and when required. College expectation is for standardisation meetings to happen in each curriculum department chaired by lead internal quality assurer. Copies of minutes of these meeting are to be forwarded to Quality Department. The meetings will provide information, advice and guidance to all assessors and quality assurers. The agenda will consist of the implementation of both delivery and developmental processes following individual program assessment strategies linked to the awarding body requirements and guidelines.

The agenda may include:

- External Quality Assurance feedback and recommendations.
- Updates and information on any changes within awarding body /organisation guidelines/policy and procedures.
- Unit Standardisation - activities to improve the quality and consistency of assessment decisions of all assessors, new and experienced.
- Examination/Moderation Arrangements – information to ensure the consistency in examination practice including any changes to policy, practice and guidelines from the awarding body.
- Resources used in assessment strategies and implementation to individual units.
- Equality, Diversity, Health, Safety, Safeguarding & Appeals

All lead internal quality assurers will attend a standardisation meeting held centrally by the quality department this is to ensure that process and practices are consistent and standardised.

Security of Information

If student's e/portfolios/assignments/projects are kept in the College, they need to be kept in a secure environment, e.g. locked cupboard and kept for a minimum of 3 years or as required by the awarding body.

Malpractice and Maladministration

All internal quality assurers must demonstrate honesty and integrity and report all suspected instances of malpractice or maladministration to the Head of Education at inspire+ or Director of Quality at Stamford College. In order to investigate malpractice and maladministration the following information is obtained/provided:

- a detailed account of the circumstances of the suspected malpractice/maladministration
- written statements from the Assessor(s), IQA(s), Invigilator(s) and any other staff involved
- written statements from all students involved
- work of the students(s) involved and any associated materials if relevant
- details of any mitigating factors

All internal quality assurers should have copies of guidance and codes of practice and be aware of the sanctions for non-compliance with the approved centre criteria and shared where appropriate with assessors. The Joint Awarding Body Guidance on Internal

Verification of NVQ's is also a key document which can be referred to for further guidance.

Awarding Body Information:

Listed below are all the awarding bodies inspire+ currently engage with. It is important that all staff involved in assessment, quality assuring study programmes/qualifications familiarise themselves with the quality assurance required by the Awarding Body. Links to all Awarding Body's are listed below and all documentation required regarding assessment sampling plans/assignment briefs quality of assessment decisions.

This IQA Strategy

Joint Awarding Body Guidance on Internal Verification:

https://qualifications.pearson.com/content/dam/pdf/NVQ-and-competence-basedqualifications/2010/Assessment-and-verification/181548_uk_qualifications_nvq_ri_guidance_70423.PDF

Awarding Body- inspire+ currently working with:

1st4Sport Qualifications - https://www.1st4sportqualifications.com/landing-page/about_us/

Active IQ - <https://activeiq.co.uk/for-centres/policies-and-procedures>
Sports Leaders UK - <https://www.sportsleaders.org/about-us/policies>

Signed: Vincent Brittain, Chief Executive Officer
Next Review Date: February 2024