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IQA Policy

1. Appoint Internal Quality Assurer(s)

Staff with IQA qualifications, or attended OCN IV training or have experience of internal quality assurance

2. Pre-Verify Assessment tasks.

IQA acts as a buddy to the tutor to address the following enquiries

- a) Is there a coherent set of planned assessment activities?
- b) Are assessments valid and appropriate to the level?
- c) Do the types of assessment used ensure authenticity?
- d) Do the assessment tasks clearly show the assessment criteria to be met?
- e) Are recording systems in place for monitoring individual and group progress?
- f) Are there systems in place for providing focused and constructive feedback?

IQA works with staff writing assessments or delivering courses to ensure that assessments are:

- | | |
|---------------------------|--|
| a) Valid | fits learning outcomes and assessment Criteria |
| b) Reliable | could be replicated under different circumstances |
| c) Fit for purpose | appropriate to curriculum and cohort |
| d) Inclusive | applicable to all regardless of history or culture |
| e) Sufficient | enough evidence for the credit value |
| f) Authentic | evidence presented is the learners' own work |

and that:

- a) All Learning Outcomes and Assessment Criteria are met
- b) All "P" (Prescribed) Assessment methods are included (could include "O" Optional methods). These decisions should be minuted.

3 Staff Induction

To notify of the IQA arrangements

Staff to familiarise themselves with **NOCN & Certa Handbook** and **Qualifications Guide**

IQA Sampling Plan is agreed and staff notified before the course begins

Sampling policy agreed; 25%

50% for a small group of 6 or less

100% for new qualifications/issues with the assessor for that subject

4 Course is taught/delivered

IQA Policy

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5 Ongoing Internal Quality Assurance

IQA and delivering/assessing staff hold formal or informal meetings to discuss issues that may have arisen. Significant decisions should be minuted.

6 Formal Mid-point Internal Quality Assurance

It may be useful to hold a formal IQA session in mid course to ensure that staff and learners are fully prepared for the final IQA event. Significant decisions should be minuted

7 Preparation for final Internal Quality Assurance:

- a) All portfolios should include **Learning Outcomes/ Assessment Criteria** and **Unit Plus** grids
- b) Separate teaching/learning resources from work to be assessed
- c) Records of assessment to be available
- d) **RAC Form checked** for accuracy and NOCN or Certa consulted if necessary
- e) Besides sample selected, all portfolios should be made available in case they are needed

8. Final Internal Quality Assurance Event

All learners' work, including feedback, assessment records to be available for verification.
IQA report to be completed with opportunity for Assessor Feedback and any Action Plans should be minuted

9b) Other Centres EV Event

Agreed a date with EV or AIVS

All learners' work, all assessment records, IQAs, IQA reports and **signed** RAC form to be available.
EV (or AIVS) signs RAC form; centre despatches it to NOCN or Certa who then issue certificates.