Internal quality assurance cycle

Evaluation

- Internal standardisation meeting held to discuss feedback from EQA sampling and any issues or actions arising. Meeting minutes and records kept.
- Outcomes from EQA activities reviewed to form part of the pre-course planning for the next course.
- Additional staff training carried out and ASDAN training booked as required.

IQA of assessment planning

- IQA identifies key staff (eg assessors, teachers) and ensures that all have appropriate experience and ASDAN training.
- Choose appropriate qualification(s) for current learners.
- Plan how each unit/ qualification will be assessed/ delivered and select appropriate assessment methods.
- Assessment plans are created to be reviewed and approved by the IQA.



IQA of delivery

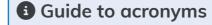
- Delivery materials and decisions reviewed in line with the assessment plans, and records kept.
- Internally assess learners to check that the qualification, level and units are appropriate for the intended cohort.
- Confirm IQA strategy for the current cohort(s).
- Plan IQA activities, including creating an IQA sampling plan.



- IQA of completed assessment carried out by the IQA once all evidence gathered and all assessment carried out. Records kept, with feedback provided to assessors.
- Actions identified during previous IQA activities addressed and signed off.
- Decision on which learners will be submitted for EQA and certification. This must happen before learners and units are submitted to ASDAN.
- Learner and unit achievement details checked before confirming with ASDAN.
- Standardisation of assessment decisions.

Interim IQA of assessment

- IQA of a new unit or new assessor to be carried out by the IQA after the first unit has been delivered. Records kept, with IQA feedback provided to assessors and learners.
- Summative IQA of first completed unit.
- Formative IQA of completed and assessed units in line with the IQA strategy for this cohort.
- Continuous summative IQA of remaining units (eg after each unit or each term), as dictated by centre IQA policy/strategy.
- Actions identified during first round addressed, progress against them monitored and signed off.
- Standardisation of assessors carried out by multiple IQAs throughout the delivery.
- All IQA activities clearly and accurately recorded.



• IQA – internal quality assurance/assurer

• EQA – external quality assurance/assurer



