

Unit 402 Internally Assure the Quality of Assessment

Terminology

Authentic	<i>Being the learner's own work.</i>
Equality	<i>A state of fair treatment that is the right of all the people regardless of differences in, for example, culture, ability, gender race, religion, wealth, sexual orientation, or any other group characteristic</i>
Diversity	<i>Acknowledging that each individual is unique and recognising our individual differences in, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic.</i>
Evidence	<i>Evidence of a learner's knowledge, understanding, skill or competence that can be used to make a judgment of their achievement against agreed standards/criteria</i>
Learner	<i>The person being assessed by the candidate assessor</i>
Reliable	<i>Consistently achieves the same results with different assessors and the same (or similar) group of learners.</i>
Requirements	<i>These could be the requirements of the practitioner's own organisation or those of an external organisation, such as awarding organisation.</i>
Sufficient	<i>Enough evidence as specified in Evidence Requirements or Assessment Strategy.</i>
Valid	<i>Relevant to the standards/criteria against which the candidate is being assessed.</i>
Fair	<i>Ensuring that everyone has an equal chance of getting an objective and accurate assessment.</i>

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes The candidate internal quality assessor (IQA) will:	Assessment criteria The candidate internal quality assessor (IQA) can:	Evidence The candidate internal quality assessor (IQA) must provide the following:	Best Practice Guide To meet best practice standard the following should apply:
1. Be able to plan the internal quality assurance of assessment	1.1 plan monitoring activities according to the requirements of own role	Products of work showing a plan to monitor the work of two assessors each working with two learners to cover the components of a qualification.	The candidate IQA's plan(s) should include: <ul style="list-style-type: none"> • risk assessment and approach to managing risk • monitoring of documentation, information and other resources provided to the assessors and learners • observation of assessors • sampling assessment plans and candidate induction • discussions with candidates and witnesses • sampling of products • monitoring the quality of assessment decisions • monitoring assessment record keeping and certification claims • evaluating the occupational and assessment competence of assessors • checking the continuing professional development of assessors • taking part in standardisation processes and activities • monitoring learner needs and progress reviews • checking the application of all relevant policies, including those for equality and diversity Planning should show regular activity over the period of assessment and not be targetted towards or at the end of the learning and assessment process. This could be confirmed by witness testimony

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assessor (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assessor (IQA) can:</i>	Evidence <i>The candidate internal quality assessor (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
2. Be able to internally evaluate the quality of assessment	2.1 carry out internal monitoring activities to quality requirements	At least one observation supported by products of work showing monitoring of the work of two assessors each working with two learners to cover the components of a qualification.	The candidate IQA's preparations should include: <ul style="list-style-type: none"> • times and locations for observations and meetings with assessors • opportunities to feedback to assessors • arrangements for discussions with learners and witnesses • arrangements for portfolios and other forms of evidence • arrangements for assessment records • arrangements for information on assessors and learners • arrangements for standardisation activities This could be confirmed by witness testimony
			Observation of the candidate IQA observing and giving feedback to assessor(s) who are carrying out assessment activities with learner(s) The candidate IQA has to demonstrate that all aspects of their monitoring and quality assurance plan has been followed through and that all centre and Awarding Organisation policies, procedures and criteria have been followed.

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assurer (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assurer (IQA) can:</i>	Evidence <i>The candidate internal quality assurer (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
2.2 evaluate assessor expertise and competence in relation to the requirements of their role	Products of work, supported by at least one observation, showing how the candidate IQA has checked the expertise and competence of two assessors each working with two learners to cover the components of a qualification.	The candidate IQA should show, through a discussion or statement, what requirements they evaluated assessor expertise and competence against and how they carried out the evaluation.	The candidate IQA should show, through a discussion or statement, what they were looking for in their assessors' planning and preparation and how they determined whether planning and preparation were appropriate.
2.3 evaluate the planning and preparation of assessment processes	Products of work showing how the candidate IQA has evaluated the planning and preparation of assessments by two assessors each working with two learners to cover the components of a qualification.	Products of work, supported by at least one observation, and discussions showing how the candidate IQA has checked the assessment methods used by two assessors each working with two learners to cover the components of a qualification.	Observation of the candidate IQA giving feedback to assessor(s) carrying out assessment activities with learner(s) The candidate IQA should show, through a discussion or statement, how they checked the safety, fairness, validity and reliability of the assessment methods used by their assessors.
2.4 determine whether assessment methods are safe, fair, valid and reliable	Products of work, supported by at least one observation, and discussions showing how the candidate IQA has checked the assessment methods used by two assessors each working with two learners to cover the components of a qualification.	Products of work, supported by at least one observation, and discussions showing how the candidate IQA has checked the assessment methods used by two assessors each working with two learners to cover the components of a qualification.	Observation of the candidate IQA giving feedback to assessor(s) carrying out assessment activities with learner(s) The candidate IQA should show, through a discussion or statement, how they checked the safety, fairness, validity and reliability of the assessment methods used by their assessors.

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assessor (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assessor (IQA) can:</i>	Evidence <i>The candidate internal quality assessor (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
	2.5 determine whether assessment decisions are made using the specified criteria	Products of work supported by at least one observation and discussions showing how the candidate IQA has checked the assessment decisions by two assessors each working with two learners to cover the components of a qualification.	Observation of the candidate IQA giving feedback to assessor(s) carrying out assessment activities with learner(s) The candidate IQA should demonstrate through discussion how they evaluated the assessment decisions made by their assessors and determined whether or not they met agreed criteria for the learners' qualification.
	2.6 compare assessor decisions to ensure they are consistent	Products of work supported by discussions showing how the candidate IQA has checked the assessment decisions by two assessors each working with two learners to cover the components of a qualification.	The candidate IQA should demonstrate through discussion how they compared assessment decisions made by the same assessor across different learners to ensure that they were operating in a consistent manner. They should also demonstrate how they have compared the assessment decisions of a number of assessors to ensure consistency between them.

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assurer (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assurer (IQA) can:</i>	Evidence <i>The candidate internal quality assurer (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
3. Be able to internally maintain and improve the quality of assessment	3.1 provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment	Products of work in the form of records of meetings between the candidate IQA and both assessors, supported by an observation of feedback sessions with different assessors.	Observation of the candidate IQA giving feedback and guidance to assessor(s) Records of meetings and observations should show that the candidate IQA: <ul style="list-style-type: none"> • specifies the evidence used, assessments carried out and records made by the assessors • is specific about strengths and weaknesses in terms of the quality of planning, evidence, observations, assessment decisions and records • provides constructive criticism which praises the strengths and is honest and clear about areas where changes of practice are required • provides specific advice on how the assessment practice could be developed and improved further • highlights opportunities for continuing professional development for the assessors If the candidate IQA does not identify specific areas for change or development in the assessors' practice, they will demonstrate through discussion what types of assessment practice issues they might encounter and what forms of feedback, advice and support they would provide, including CPD opportunities.

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assurer (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assurer (IQA) can:</i>	Evidence <i>The candidate internal quality assurer (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
	apply procedures to standardise assessment practices and outcomes	Products of work in the form of meeting records showing the candidate IQA has taken part in standardisation processes within the centre on at least two occasions.	Products of work should demonstrate that the candidate IQA has participated in standardisation processes and activities within the centre and has worked with assessors (and other IQAs if applicable) to achieve a common interpretation of criteria, standardised assessment decisions and identified areas for improvement. This could be confirmed by witness testimony
4. Be able to manage information relevant to the internal quality assurance of assessment	4.1 apply procedures for recording, storing and reporting information relating to internal quality assurance 4.2 follow procedures to maintain confidentiality of internal quality assurance information	There must be evidence through products of work in the form of records appropriately stored by the candidate IQA and reports they have produced. Products of work and discussion.	Records must be completed according to centre and awarding organisation requirements. These must be stored in a way that meets awarding organisation and centre requirements. This could be confirmed by witness testimony. The candidate IQA must produce at least one report (for their line manager/organisation) outlining and reporting back on their monitoring and other QA activities. Records and reports must be securely stored, enabling access to authorised personnel only. There should also be a discussion with the candidate IQA or a statement from them outlining the confidentiality requirements and how they go about maintaining these. This could also be confirmed by witness testimony

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes The candidate internal quality assurer (IQA) will:	Assessment criteria The candidate internal quality assurer (IQA) can:	Evidence The candidate internal quality assurer (IQA) must provide the following:	Best Practice Guide To meet best practice standard the following should apply:
5. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	5.1 apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare 5.2 apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance	Records of observations of assessment practice, products of work and discussion. Records of observations of assessment practice, products of work supported by discussion or statement	All observations and products of work must confirm that the candidate IQA has followed all relevant centre and awarding organisation policies and procedures and any appropriate legislation. This should include health and safety. This evidence should be supported by a discussion or statement from the candidate IQA about the key policies, procedures and areas of legislation that they should follow and an explanation as to how they do this. This could be confirmed by witness testimony All observations and products of work must confirm that the candidate IQA has followed all relevant centre and awarding organisation policies and procedures and any appropriate legislation in regard to equality and diversity. This evidence should be supported by a discussion or statement from the candidate IQA about equality and diversity in the assessment and QA process and what constitutes good practice in regard to these. This could be confirmed by witness testimony
	5.3 critically reflect on own practice in internally assuring the quality of assessment	Discussion or statement	There should be an explanation by the candidate IQA – either through a discussion or statement – as to how they will continue to reflect on their practice and plan and take part in continuing professional development in respect of both their occupational expertise in the sector and their competence in assessment and quality assurance.

Unit 402 Internally Assure the Quality of Assessment

Learning outcomes <i>The candidate internal quality assurer (IQA) will:</i>	Assessment criteria <i>The candidate internal quality assurer (IQA) can:</i>	Evidence <i>The candidate internal quality assurer (IQA) must provide the following:</i>	Best Practice Guide <i>To meet best practice standard the following should apply:</i>
5.4	maintain the currency of own expertise and competence in internally assuring the quality of assessment	Documentation outlining actions taken to maintain own CPD and competence	CPD records, attendance records, certificates showing how candidate IQA has maintained currency of expertise and competence.

