

## **INTERNAL QUALITY ASSURANCE POLICY**

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### **A RATIONALE**

Many courses are fully or partly assessed internally. Marks/grades from internal assessments are submitted to the awarding body and, together with any external assessment grades, are used to determine the final qualification grade. It is essential that students have confidence that internal assessment is fair and reliable and in accordance with standards set by awarding bodies.

### **B ENTITLEMENT**

Students on any course that is fully or partly assessed internally have the assurance that grading of such work will be internally quality assured, in accordance with awarding body regulations where these exist, prior to submission to the awarding body.

### **C POLICY STATEMENT**

The College will give quality assurance in the internal assessment process through a procedure of internal quality assurance. This process will ensure equality of opportunity for all candidates by the verification of fair, accurate and reliable internal assessment. The main objectives are:

1. To ensure consistency, transparency, reliability and validity of the assessment process.
2. To give quality assurance in assessment processes by a system of internal quality assurance.
3. To identify staff development requirements concerned with the assessment and quality assurance process and to provide a programme of training/development to match those requirements.

### **D IMPLEMENTATION**

1. A suitably qualified/experienced internal quality assessor will be identified for every internally assessed component of a qualification. Assessors may not quality assure their own assessment components.
2. Internal quality assessors have a role in assuring the quality of assessment arrangements and assessment decisions. They will work within the awarding body regulations to ensure the appropriate standards are maintained and that grading of internally set/marked assessment components is fair, accurate and reliable.
3. All staff have a responsibility to implement this policy and teachers have responsibility to ensure internal quality assurance is carried out in accordance with this policy.
4. College standard, or approved awarding body documentation will be used for recording internal quality assurance activities and providing feedback. In exceptional circumstances, if the College standard forms fail to meet the awarding body's regulations, alternative documentation must be approved by the Director of Quality. All records must be kept in the IQA File, or their whereabouts identified, and be available to the awarding body as required.

## **E EVALUATION**

In many cases the awarding body will require evidence of internal quality assurance and will make their own judgement during external quality systems audit visits. Feedback notes from external quality assurer must be considered along with internal quality assurance documentation at course team meetings and minuted. Any required action must be identified in the Course Journal.

Internal quality assurance records are subject to internal audit within the Quality Assurance process.

<b>Quality Assurance – version control</b>			
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