Internal Quality Assurance Policy (Exams)
Mary Ward Centre

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Centre Name	Mary Ward Centre
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Current policy approved by	Florian Crawford
Current policy reviewed by	Florian Crawford
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Key staff involved in the policy

Role	**Name**
Head of Centre	Florian Crawford
Senior Leader	Sue Craggs
Exams Officer	Ayo Olugbile
Other staff if applicable	Pam Murchland (Lead Internal Verifier) Ronan Conway (Quality Manager)

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Role of the Internal Quality Assurer (IQA)

The Centre IQA will be responsible for ensuring the quality and consistency of internal assessment within the Centre. He/she will hold appropriate IQA qualifications as approved and specified by the regulatory authorities and meet any requirements for occupational expertise specified by the relevant awarding body before commencing their role. They will fully understand the content, structure and assessment requirements of the relevant awarding body.

The Centre will ensure that the authority of the IQA is recognised within the structure of the organisation and that relevant staff are given sufficient time to complete IQA related duties.

The IQA will ensure that:

1. Candidate evidence is sampled on a regular basis and that feedback is given to assessors.
2. Any candidates requiring access to assessment are identified and their needs are met.
3. Awarding body requirements are fully fulfilled and that assessment grades awarded are fair and consistent.
4. Feedback to assessors is recorded, together with any recommended action to be taken.
5. Sampling interviews are conducted with candidates, where relevant, and records are kept.
6. All methods of assessment will be sampled where appropriate. This will include live assessments.
7. New assessors will be observed at their first live session and on an annual basis thereafter.
8. Assessors are observed on a regular basis and records of observations are kept. The level of sampling is sufficient to ensure that judgements are fair and consistent.
9. Assessment outcomes of sampled work reflect the national standards for the relevant subject.
10. Standardisation meetings are held with all assessors and other relevant staff on a regular basis and that records of the meetings are kept.
11. There is evidence of candidate achievement records of progress are up to date, monitored and action taken where necessary.
12. Candidate records of achievement provide a clear audit trail of assessment and IQA of the relevant subject.
13. There is communication with the External Verifier (EV) or External Quality Assurer (EQA) regarding centre visits and full preparation for the EV or EQA visit.
14. Evaluation feedback is given to all assessors and opportunities for further development on assessment practice are explored.

Internal Quality Assurance Strategy

The IQA will arrange with the assessment team and the centre manager a programme of Internal Quality Assurance that is effective and complies with the relevant awarding body guidelines.

Candidate Interviews

Candidates will be interviewed before being enrolled on a qualification course to assess their suitability and level of support required. They may also be interviewed during the course to monitor progress and receive feedback.

Sampling of work

All assessors will be sampled on a regular basis as required by the awarding organisations. New assessors will be sampled more frequently in accordance with awarding bodies requirements. Every candidate group will be sampled to include newly started, mid-term and well established candidates.

Standardising Assessment

Standardisation meetings will be held, as appropriate. The meetings will be to support assessors so that they can share any issues or concerns and to ensure that fair judgements are made across the college. Minutes from meetings will be distributed to all staff concerned. Any action points from meetings to be implemented and monitored to ensure compliance.

Development and Support for Assessors

Assessors will be provided with an induction programme and given a set of standards for the award they are assessing. They will be allocated a suitable number of candidates and provided with the course location and any particular requirements. All assessment records will be monitored. Assessors will attend regular support meetings to discuss training or professional development requirements. In addition, assessors will attend standardisation meetings for the relevant award.

Managing Procedures and Documentation

All assessment records will be kept in secure storage at the centre. This will include assessment staff CVs and relevant certificates, records of personal development and IQA and EV/EQA records. Internal and external verification records will securely stored at the centre. Candidate files, assessment records and certificate claims will also be securely stored at the centre, in accordance with GDPR guidelines.