

Internal Quality Assurance Policy

Version	1.0
Author	Group Director of Quality
Directorate	Quality
Date created	September 2023
Approval body	Executive
Date of approval	September 2023
Date of next review	October 2026
EIA date	August 2023
Publication	Staff Intranet

This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability. We will continue to monitor this policy and to ensure that it has equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

Aim

1. To provide a high-quality educational service for all students within an auditable framework of moderation or internal verification, as appropriate.
2. To meet and exceed the requirements placed upon all provision and locations within the Bedford College Group by Ofqual, QCA, Awarding Organisations and our own Student Charter.

Content

3. Internal Quality Assurance is a process of monitoring assessment practice in order to ensure that assessment decisions meet national standards. It provides a continuous check on the consistency, quality and fairness of all marking, grading, and overall assessment of student's work.
4. For the purpose of this policy, the term 'Internal Quality Assurer' (IQA) encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining bodies or awarding organisations or it may occur through shared observation of student activities, second marking of student's work or team grading and/or assessment of student's work.
5. Any task, activity, essay or project that contributes to the student's final achievement in a vocational area, academic subject or functional skill will fall within the scope of this policy. It requires:
 - Active commitment from all staff
 - Auditing through the college's quality procedures - both internal and external
6. The policy builds on:
 - Existing good practice within the College
 - Joint awarding body guidance on Internal Quality Assurance (IQA)

Requirements

7. Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student, must carry out internal verification.
8. All Internal Quality Assurance must be carried out by appropriately qualified staff.
9. All Internal Quality Assurers must meet any requirements for occupational expertise as specified by the relevant awarding body or standards setting organisation before commencing their role.

10. Before the start of each programme, Heads of Department must identify the members of staff who will Quality Assure and/or standardise the assessments for that particular programme. These names must be recorded and shared with the Quality Team for the Course Management Files on Connect.
11. Internal Quality Assurance must be carried out continuously throughout the year. The Lead Internal Quality Assurer in conjunction with the Course Manager (where possible) will have the responsibility of planning the internal Quality Assurance strategy for each programme.
 - This strategy will cover observation of all assessors/tutors and the sampling of work
 - It should be programme specific and reflect any circumstances to meet the particular needs of the team/programme
12. The Group Director (Quality) has overall responsibility for monitoring Internal Quality Assurance processes across The Bedford College Group.
13. As a minimum requirement Internal Quality Assurance documentation consists of:
 - Internal Quality Assurance Record Forms
14. Any other documentary evidence of IQA processes, must meet the requirements of the specific Awarding Organisation and the Code of Practice. This must be checked by the relevant Course Manager and/or Lead Internal Quality Assurer
15. Assignments (when used):
 - Must be internally verified before they are issued to the student. These should be saved in the course files with a relevant documentation
 - They must also be internally verified when they have been marked prior to being handed back to the student with a suggested sample size from the awarding body (10% as a guide)
16. Students should receive assessment decisions no later than three working weeks after submission, in larger cohorts this may be extended to four working weeks but this must be agreed with the Head of Quality and is the exception not the normal. Internal Quality Assurance must take place within this period and before assessment decisions are finalised and notified to students.
17. Resubmissions of student's work must also be internally verified before work is handed back to students – any resubmission forms should be kept with this work in the Course Management Files.

18. Awarding organisation matrixes should be correctly used and filled out and kept up to date for ease of auditing and for EQA (External Quality Sampling) where needed.
19. Records of internal quality assurance must be auditable and kept in a secure accessible location in the Course Management files for a minimum of 3 years.
20. All Students, Assessors and Internal Quality Assurers should be made aware of their responsibilities within the Academic Appeals Procedure by the Head of Department or Vice Principal
21. It is the responsibility of the programme specific area to design a Procedural Manual for Assessors/Tutors and Verifiers/Moderators to follow.
22. As a minimum the Procedural Manual should include the following documents: *(Examples of these documents can be found on the intranet)*
 - Meetings Schedule including Standardisation Meetings
 - Programme Specific IV/Moderation Organisational Chart
 - EV Visit Checklist
 - Matrix of IV plan including assessment and IV planner
 - IQA Strategy
 - Procedure for Appeals against Assessment
23. This policy cross-references with the following documents: *(Copies of all documents can be obtained via the intranet.)*
 - The Bedford College Group Charter
 - Academic Appeals Policy
 - Learning, Teaching & Assessment Policy
 - The Complaints Policy
 - Specific Awarding Organisational Standards