Internal Quality Assurance Policy

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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

- Ensure Internal Quality Assurance (IQA) is planned, implemented and monitored consistently across all internally assessed qualifications.
- Maintain the validity, reliability, fairness and consistency of assessment decisions.
- Meet the requirements of awarding organisations and regulatory bodies.
- Support assessors and Internal Quality Assurers (IQAs) in carrying out their roles effectively.
- Promote continuous quality improvement through effective monitoring, standardisation and feedback.
- Ensure learners receive fair, accurate and consistent assessment and timely feedback.
- Safeguard the integrity and quality of qualifications awarded by the College.
- Clearly define the roles, responsibilities and expectations of all staff involved in assessment and internal quality assurance.

Content

1. Internal Quality Assurance (IQA) is the process of monitoring assessment practice to ensure that assessment decisions are valid, reliable, fair and consistent, and meet the requirements of awarding organisations and national standards. It provides an ongoing review of the quality and consistency of assessment, marking, grading and the overall assessment of learners' work, ensuring that assessment decisions are accurate and applied consistently across all programmes.

2. For the purposes of this policy, the term **Internal Quality Assurance (IQA)** encompasses all activities undertaken to monitor, check and validate assessment practice and assessment decisions. IQA may be carried out through verification processes specified by awarding organisations, as well as through activities such as the review of assessment decisions, sampling of learner work, observation of assessment practice, second marking, team assessment, standardisation and other quality assurance activities designed to ensure the validity, reliability, fairness and consistency of assessment.

3. This policy applies to all internally assessed qualifications and all assessment activities that contribute to a learner's final achievement, including assignments, practical assessments, projects, portfolios, observations, professional discussions, examinations and any other assessed evidence required by the awarding organisation.

Requirements

4. Every programme that includes internally assessed work contributing to a learner's final assessment outcome must undertake internal verification.

5. All Internal Quality Assurance must be carried out by appropriately experienced and trained staff, who ideally will hold a level 4 internal quality assurance qualification. An IQA should also be able to demonstrate credible industry experience.

6. All Internal Quality Assurers must meet the occupational competence and expertise requirements specified by the relevant awarding organisation or standards-setting organisation before undertaking any internal quality assurance activities.

7. Prior to the start of any qualification, the Head of School must identify and confirm all staff who will undertake assessment, Internal Quality Assurance (IQA) and/or standardisation activities for programmes containing internally assessed units.

   The Head of School must also complete a **Conflicts of Interest Declaration** to confirm that any actual, potential or perceived conflicts of interest have been identified, declared and managed in accordance with awarding organisation requirements. Where a conflict of interest is identified, appropriate measures must be implemented to ensure the integrity of assessment and internal quality assurance.

8. Internal Quality Assurance must be carried out continuously throughout the year. The Lead Internal Quality Assurer (where applicable) in partnership with the Programme Manager will have the responsibility of planning the internal Quality Assurance strategy for each course.

   This strategy will cover observation of all assessors/tutors and the sampling of work and should be risk rated to include additional sampling where there are higher risks posed, such as for a new member of staff, inexperienced member of the team or where there has been previous IQA or EQA actions cited.

9. As a minimum, Internal Quality Assurance (IQA) activities and associated documentation must include:

   - An IQA rationale and risk-based sampling strategy.
   - A risk-based IQA sampling plan.
   - IQA of assessment activities and/or assignment briefs, which must be completed for all internally assessed components before they are issued to learners.

- IQA of assessment decisions, including assessments following resubmissions and, where applicable, observations of practical assessment activities.
- A standardisation plan, including scheduled activities, topics for review and attendance records.
- Standardisation meeting minutes, with meetings held at least four times during each academic year.
- A Quality Improvement Plan (QIP) recording actions arising from Internal Quality Assurance (IQA) and External Quality Assurance (EQA) activities, together with evidence of progress, implementation and completion.

These documents are held centrally on the [Quality Assurance Connect page.]

10. 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 Lead Internal Quality Assurer/Programme Manager or the designated Quality Manager.

11. Throughout the academic year, the Quality Assurance Team will be conducting Quality Health checks across all curriculum areas to ensure IQA activities are consistently taking place.

12. In line with college policies, IQA activity should take place within a week of assessments decisions. Any amendment to this timeframe must be agreed with the lead IQA, where clear rationale must be provided

    Internal Quality Assurance must take place within this period and before assessment decisions are finalised and confirmed to learners.

13. All Internal Quality Assurance (IQA) records must be complete, auditable and stored securely within the Course Management File in an accessible location for a minimum of three years

    Supporting learner assessment evidence must also be stored securely and retained for the same minimum period, in accordance with awarding organisation and data protection requirements.

14. All learners, assessors and Internal Quality Assurers must be made aware of their roles and responsibilities within the Academic Appeals Procedure.

15. All Internal Quality Assurers (IQAs) must be familiar with, and work in accordance with, the following:

    - Learning, Teaching and Assessment Policy
    - Malpractice and Maladministration Policy
    - Plagiarism and Collusion Policy
    - Academic Appeals Policy
    - Complaints Policy

- Relevant awarding organisation requirements and standards
- Safeguarding and Wellbeing Policies, particularly in relation to practical and off-site assessment activities