

# INTERNAL QUALITY ASSURANCE STRATEGY

## Purpose

Internal quality assurance (IQA) involves reviewing the quality of assessor's judgements for each assessment activity, each standard's criteria and for their overall assessment decision. It includes checking the planning, preparation, reviews, assessments and feedback given to apprentices by assessors and will enable the IQA to evaluate the quality of guidance on assessment and to identify problems at an early stage.

## Sampling

It is the IQA's responsibility to monitor the quality of assessment through the sampling of assessment practices and decisions. The IQA should specify the sample of assessed work, and it is important that the sample is sufficient for the IQA to form a view on the consistency and validity of the assessment. Evidence must be confirmed by assessors as:

- Valid – relevant to the standard and level for which competence is claimed.
- Authentic – produced by the learner and that ID checks were carried out.
- Current – recent enough for assessors to be confident that the same level of skills, understanding or knowledge exists at the time of the assessment.
- Sufficient – in content and meets in full all the requirements of the standard.
- Reliable – the evidence provided relates to the job role and sector, and if the assessment were carried out again by a different assessor or EPAO, the same grade would be awarded.

## Sampling Plan

A sampling plan will be produced and implemented across the assessor teams for all standards that Excel Me make available. Sampling involves the IQA confirming and verifying the decisions made by the assessors in any given period. Every apprentice will be sampled to some degree. This may be either a full IQA sample activity or if it is not part of the sample percentage, a final check of Grading Report and the grade awarded, prior to issuing results.

The sampling will take place once all assessment activities are carried out and the Grading Report Form has been completed. The IQA must sample the full range of assessment methods used, e.g. observation, professional discussion, Q&A, etc.

## Sample Size and Risk

The size of the sample will depend upon risk factors. These risk factors include:

- How new the assessor is to the apprenticeship standard.
- How new the assessor is to assessing.
- Accuracy of completed assessment documentation.
- Accuracy of the assessment decisions and judgements being made.
- Competence in feeding back to learners.

Risk levels will be RAG rated:

- High (Red)
- Medium (Amber)
- Low (Green)/

Dependant on the risk identified, will depend on the level of support that will be given to the assessor, i.e. if assessors are identified as high risk, greater support and guidance will be given to ensure that the assessors gains the confidence and is able to carry out the role as assessor, this will be reviewed as an ongoing basis as and when the risk level reduces so will the amount of assessor observations and sampling activities be reduced.

RED Risk – criteria for high risk could include:

- A newly qualified assessor
- An assessor teaching on the qualification for first time
- An assessor who is newly appointed by the centre
- An experienced assessor who is operating across more than one centre
- An assessor who has been sanctioned by ABRSM or another Awarding Organisation
- An assessor who has received action points during recent IQA activity.

AMBER Risk – criteria for medium risk could include:

- An assessor who has marked less than 10 assessments
- They may have moved down from 'high risk' due to recent successful IQA activity
- They have no sanctions applied by ABRSM or any other AO
- Minor action points given during recent IQA activity.

GREEN Risk – criteria for low risk could include:

- An experienced assessor who has marked over 10 assessments
- They may have moved down from ‘medium risk’ due to successful recent IQA activity
- An assessor who only operates at your centre
- They have no sanctions by ABRSM or another AO
- There are no actions points from recent IQA activity.

Assessors can move up and down risk rating depending on the outcome of recent IQA reports. It is a dynamic process. The centre should work with the assessors to give feedback on any action points following IQA activities.

The sample will be reduced after 6 months, or after 6 full assessments (whichever is the sooner), if the IQA deems that the assessor is competent and consistent with their assessment judgements. The IQA needs to use their judgement when deciding on what percentage to reduce the sampling to and this will depend on a number of factors, as outlined in section 4. The number should not fall below 20%. All assessments will be subject to a final IQA check to confirm the overall grade.

<b>RAG rating</b>	<b>Sample Size (up to 6 months, or after 6 assessments)</b>	<b>Sample Size (after 6 months, or 6 assessments)</b>	<b>Sample Size (after 9 months, or 9 assessments)</b>
<b>RED</b>	100%	50%	50-20%
<b>AMBER</b>	100%	50-20%	50-20%
<b>GREEN</b>	50%	50-20%	50-20%

The sample will be reduced after 6 months, or after 6 full assessments (whichever is the sooner), if the IQA deems that the assessor is competent and consistent with their assessment judgements. The IQA needs to use their judgement when deciding on what percentage to reduce the sampling to. The number should not fall below 20%. All assessments will be subject to a final IQA check to confirm the overall grade.

## Excel Me Contact Details

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