



Unit Specification for Regulated Qualifications

Unit title	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment
Unit level	4
Credit	6
Guided learning hours	45
SQA unit code	FD4A 63
Regulator unit code	T/601/5320
Publication date	October 2017
Unit owner and reference	LLUK
Version	01

History of changes to unit

Version	Description of change	Date

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Unit purpose

This knowledge unit can be taken by those who are in a position to carry out real internal quality assurance and can be taken in conjunction with the following practice unit:

◆ *Internally Assure the Quality of Assessment*

The unit can be assessed at the same time and, in the spirit of holistic assessment, evidence from one can be used to meet some of the requirements of the other.

This knowledge unit is also relevant for those who are new to internal quality assurance and hoping to become an Internal Quality Assurer (IQA). This means that they can gain an understanding of the principles and practices of internally assuring the quality of assessment before they go on to practice. When they are ready to practice they can then undertake the practice unit.

This unit is also applicable for those who need to know about internal quality assurance, but never intend to practice, for example quality assurance staff who have some connection with the operational/business of managing quality assurance.

All internal quality assurance regulated qualifications include this mandatory unit. The unit covers all the essential knowledge and understanding that individuals require to enable them to understand assessment principles and practices of internally assuring quality of assessment in the work environment.

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding

Statement of standards

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Learning outcomes	Assessment criteria
The IQA-candidate will: 1 Understand the context and principles of internal quality assurance	The IQA-candidate can: 1.1 Explain the functions of internal quality assurance in learning and development. 1.2 Explain the key concepts and principles of the internal quality assurance of assessment. 1.3 Explain the roles of practitioners involved in the internal and external quality assurance process. 1.4 Explain the regulations and requirements for internal quality assurance in own area of practice.

Learning outcomes	Assessment criteria
The IQA-candidate will:	The IQA-candidate can:
<p>2 Understand how to plan the internal quality assurance of assessment.</p>	<p>2.1 Evaluate the importance of planning and preparing internal quality assurance activities.</p> <p>2.2 Explain what an internal quality assurance plan should contain.</p> <p>2.3 Summarise the preparations that need to be made for internal quality assurance, including:</p> <ul style="list-style-type: none"> ◆ information collection ◆ communications ◆ administrative arrangements ◆ resources
<p>3 Understand techniques and criteria for monitoring the quality of assessment internally.</p>	<p>3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology.</p> <p>3.2 Explain the appropriate criteria to use for judging the quality of the assessment process.</p>
<p>4 Understand how to internally maintain and improve the quality of assessment.</p>	<p>4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment.</p> <p>4.2 Explain standardisation requirements in relation to assessment.</p> <p>4.3 Explain relevant procedures regarding disputes about the quality of assessment.</p>
<p>5 Understand how to manage information relevant to the internal quality assurance of assessment.</p>	<p>5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment.</p>

Learning outcomes	Assessment criteria
The IQA-candidate will:	The IQA-candidate can:
<p>6 Understand the legal and good practice requirements for the internal quality assurance of assessment.</p>	<p>6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare.</p> <p>6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment.</p> <p>6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance.</p> <p>6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment.</p>

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Additional information about the unit
Unit purpose and aim(s)
The aim of this unit is to assess the internal quality assurer-candidates' knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.
Unit start date
01/08/2010
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
Learning and Development NOS Standard 11: Internally monitor and maintain the quality of assessment
Details of the relationship between the unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
<ul style="list-style-type: none"> ◆ All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding. ◆ There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion. ◆ Evidence of the candidate's knowledge and understanding must be recorded (audio and video recordings are acceptable) and referenced to each of the relevant learning outcomes and assessment criteria. Centres may use SQA's evidence tracker to record and reference evidence or centres may use their own recording system.
Endorsement of the unit by a sector or other appropriate body (if required)
Lifelong Learning UK
Location of the unit within the subject/sector classification system
13 Education and Training 13.2 Direct Learning Support

Assessment for this unit

The assessment guidance has been developed to provide assessors with information relating to evidence collection where candidates are being assessed for this knowledge unit independently of the practice units. In this situation, a variety of methods may be used to assess knowledge and understanding such as:

- ◆ Written/oral questioning
- ◆ Professional discussion
- ◆ Reflective accounts
- ◆ Assignments
- ◆ Recognising prior learning

Where candidates' knowledge and practice units are being assessed simultaneously, evidence for one unit can be used to satisfy specific requirements of the other and vice-versa. NB *The terms used in the assessment criteria of the knowledge unit, namely, explain, summarise and evaluate must be met in full when referencing in evidence from the practice units.*

As assessment guidance only, centres are not obliged to apply all of the guidance above. Centres are however obligated to fulfil all of the generic assessment requirements as devised by LLUK and SQA.