

## **Internally Assure the Quality of Assessment (FD4C 63)**

### **Who is this Unit for?**

This Unit is for those monitoring assessment processes and decisions within an organisation and helping to maintain and improve the quality of assessment within the work environment.

### **What this Unit is about**

The types of activities the internal quality assurer-candidate will be involved in include:

- 1 Planning to quality assure assessment.
- 2 Evaluation of the quality of assessment.
- 3 Maintaining and improving the quality of assessment.
- 4 Managing information relating to the quality of assessment.
- 5 Maintaining good and legal quality assurance practice.

To achieve this Unit the quality assurer-candidate is required to plan and carry out the quality assurance monitoring activities defined in their organisation's quality assurance procedures and in accordance with appropriate external Quality Assurance requirements.

The quality assurer-candidate's performance must be observed when carrying out monitoring activities and their work products inspected. Examples of work products would include:

- ◆ notes of meetings with assessors and other quality assurance staff in the organisation
- ◆ plans for monitoring the quality assurance process
- ◆ quality assurance documentation the quality assurer-candidate has used to record their monitoring activities of at least two assessors' work with at least two candidates each
- ◆ records of feedback to assessors and of standardisation activities
- ◆ maintaining quality assurance records

The internal quality assurer-candidate's knowledge will be assessed by taking part in a discussion with their assessor, answering questions to ensure all learning Outcomes are fully covered for the complete Unit.

Supplementary assessment methods may be used where necessary such as professional discussion, reflective accounts or witness testimony.

<b>Title:</b>	Internally Assure the Quality of Assessment	
<b>Level:</b>	4	
<b>Credit value:</b>	6	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b><i>The learner will:</i></b>	<b><i>The learner can:</i></b>	
1 Be able to plan the internal quality assurance of assessment.	1.1 Plan monitoring activities according to the requirements of own role.	1.2 Make arrangements for internal monitoring activities to assure quality.
2 Be able to internally evaluate the quality of assessment.	2.1 Carry out internal monitoring activities to quality requirements.	2.2 Evaluate assessor expertise and competence in relation to the requirements of their role.
	2.3 Evaluate the planning and preparation of assessment processes.	2.4 Determine whether assessment methods are safe, fair, valid and reliable.
	2.5 Determine whether assessment decisions are made using the specified criteria.	2.6 Compare assessor decisions to ensure they are consistent.
3 Be able to internally maintain and improve the quality of assessment.	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment.	3.2 Apply procedures to standardise assessment practices and Outcomes.
4 Be able to manage information relevant to the internal quality assurance of assessment.	4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance.	4.2 Follow procedures to maintain confidentiality of internal quality assurance information.

Learning Outcomes	Assessment Criteria
The <i>learner</i> will:	The learner can:
5 Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment.	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare.  5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance.  5.3 Critically reflect on own practice in internally assuring the quality of assessment.  5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment.

**Evidence Requirements and Assessment Guidance (for the complete Unit)**

The aim of this Unit is to assess the candidate’s performance in assuring the quality of assessment from within an organisation or assessment centre.

All learning Outcomes in this Unit must be assessed using methods appropriate to the candidate IQA’s performance. These must include:

- ◆ observation of performance
- ◆ examining products of work
- ◆ questioning

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one Assessment Criterion.

Evidence must come from the Internal Quality Assurance (IQA) candidate’s performance in the work environment. There must be evidence of the IQA candidate monitoring a minimum of two assessors, each with a minimum of two candidates of their own, through components of a qualification.

Additional information about the Unit	
Unit aim(s)	The aim of this Unit is to assess the performance of a learning and development practitioner with responsibility for the internal quality assurance of assessment.
Unit expiry date	TBA
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)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	<p>Evidence for all learning Outcomes must come from performance in the work environment. All learning Outcomes in this Unit must be assessed using methods appropriate to the candidate IQA's performance. These must include:</p> <ul style="list-style-type: none"> <li>◆ observation of performance</li> <li>◆ examining products of work</li> <li>◆ questioning</li> </ul> <p>Direct evidence of this kind may be supplemented, where necessary, by discussion, reflective accounts or witness testimony.</p> <p>Simulations are not allowed.</p>
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	<p>13 Education and Training</p> <p>13.2 Direct Learning Support</p>
Name of the organisation submitting the Unit	Lifelong Learning UK
Availability for use	Shared
Availability for delivery	TBA
Guided Learning Hours	45