

Understanding the Principles and Practices of Externally Assuring the Quality of Assessment (FD4E 63)

Who this Unit is for

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

- ◆ Externally 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 external quality assurance and hoping to become an external quality assurer.

This means that they can gain an understanding of the principles and practices of externally 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 external quality assurance, but never intend to practice, for example quality assurance staff within awarding organisations who have some connection with the operational/business of coordinating or managing quality assurance.

What this Unit is about

The aim of this Unit is to assess the external quality assurer-candidates' knowledge and understanding of the principles and practices of externally assuring the quality of assessment.

All QCF external quality assurance 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 externally 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.

Title:	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	
Level:	4	
Credit value:	6	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1 Understand the context and principles of external quality assurance.	1.1 Analyse the functions of external quality assurance of assessment in learning and development. 1.2 Evaluate the key concepts and principles of external quality assurance of assessment. 1.3 Evaluate the roles of practitioners involved in the quality assurance process. 1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice.	
2 Understand how to plan the external quality assurance of assessment.	2.1 Evaluate the importance of planning and preparing external quality assurance activities. 2.2 Explain what an external quality assurance plan should contain. 2.3 Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> ◆ information collection ◆ communications ◆ administrative arrangements ◆ resources 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards.	

Learning Outcomes The learner will:	Assessment Criteria The learner can:
3 Understand how to externally evaluate the quality of assessment and internal quality assurance.	3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices. 3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices. 3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology.
4 Understand how to externally maintain and improve the quality of assessment.	4.1 Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment. 4.2 Explain standardisation requirements relevant to the external quality assurance of assessment. 4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements.
5 Understand how to manage information relevant to the external quality assurance.	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the external quality assurance.
6 Understand the legal and good practice requirements relating to external quality assurance.	6.1 Evaluate legal issues, policies and procedures relevant to external quality assurance, including those for health, safety and welfare. 6.2 Critically compare different ways in which technology can contribute to the external quality assurance. 6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to external quality assurance of assessment.

Learning Outcomes	Assessment Criteria
The <i>learner</i> will:	The <i>learner</i> can:
	6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance.

Evidence Requirements (for the complete Unit)

The aim of this Unit is to assess knowledge and understanding of the principles and practices that underpin the external quality assurance of assessment.

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.

Additional information about the Unit	
Unit aim(s)	The aim of this Unit is to assess the knowledge and understanding a learning and development practitioner requires for the external 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 12: Externally 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)	
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
Name of the organisation submitting the Unit	Lifelong Learning UK
Availability for use	Shared
Availability for delivery	TBA
Guided Learning Hours	45