

Externally Assure the Quality of Assessment (FD4F 63)

Who is this Unit for?

This Unit is for those externally monitoring the quality of assessment of organisations and helping to maintain and improve the quality of assessment within the work environment.

What this Unit is about

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

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

To achieve this Unit the quality assurer-candidate is required to plan and carry out the external quality assurance monitoring activities defined in their organisation's quality assurance procedures and in accordance with appropriate external regulatory 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 on the planning process for monitoring activities
- ◆ plans for conducting externally quality assurance events
- ◆ quality assurance documentation used to record the Outcome of quality assurance events
- ◆ records of their use of the results of monitoring, including providing advice and support to relevant people and agreeing any remedial action or changes to assessment and internal quality procedures to meet external Quality Assurance requirements

The external 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.

Title:	Externally Assure the Quality of Assessment	
Level:	4	
Credit value:	6	
Learning Outcomes	Assessment Criteria	
<i>The learner will:</i>	<i>The learner can:</i>	
1 Be able to plan the external quality assurance of assessment.	1.1 Plan procedures for the external quality assurance of assessment. 1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned. 1.3 Ensure arrangements and resources are in place for external monitoring and evaluation.	
2 Be able to externally evaluate internal quality assurance and assessment.	2.1 Carry out monitoring activities to quality requirements. 2.2 Evaluate the quality of internal quality assurance systems. 2.3 Evaluate the quality of internal administrative arrangements. 2.4 Evaluate the quality of internal staffing and internal staff expertise and competence. 2.5 Determine whether assessment arrangements, methods and decisions meet quality requirements.	
3 Be able to maintain and improve internal quality assurance processes.	3.1 Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment. 3.2 Apply procedures for the standardisation of assessment practices and Outcomes.	
4 Be able to manage information relevant to the external quality assurance of assessment.	4.1 Apply procedures for recording, storing, reporting information relating to external quality assurance. 4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance.	

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

Evidence Requirements (for the complete Unit)

- (a) The aim of this Unit is to assess performance in assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.
- (b) All learning Outcomes in this Unit must be assessed using methods appropriate to the candidate EQA's performance. These must include:
 - ◆ observation of performance
 - ◆ examining products of work
 - ◆ questioning
- (c) Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.
- (d) Simulations are not allowed.
- (e) There must be valid, authentic and sufficient evidence for all the Assessment Criteria.
- (f) Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning Outcome or Assessment Criterion.
- (g) Evidence must come from performance in the work environment.
- (h) There must be evidence of carrying out at least two external centre events, including the preparation for and actions after the actual event itself.

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 external quality assurance of assessment — usually an external verifier.
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)	<p>All learning Outcomes in this Unit must be assessed using methods appropriate to the candidate EQA's performance. These must include:</p> <ul style="list-style-type: none"> ◆ observation of performance ◆ examining products of work ◆ questioning <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	30