

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. This allows the IQA to evaluate the quality of 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. 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 makes available. Sampling involves the IQA confirming and verifying the decisions made by the assessors. 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 using standardised IQA documentation.

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 previously 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 gain the confidence and is able to carry out the role as assessor. This will be reviewed on an ongoing basis as and when the risk level reduces as will the amount of assessor observations and sampling activities.

RED Risk– criteria for high risk could include:

- A newly qualified assessor
- A newly appointed assessor
- An assessor who has been sanctioned by Excel Me or another AO
- 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 Excel Me 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
- They have no sanctions by Excel Me or another AO
- There are no actions points from recent IQA activity.

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

Assessors can move up and down risk rating depending on the outcome of recent IQA reports.

If the IQA deems that the assessor is competent and consistent with their assessment judgements, the sample will be reduced after 6 months, or after 6 full assessments, however, all assessments will be subject to a final IQA check to confirm the overall grade.

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