Internal Quality Assurance Sampling Process

Supporting Excellence

Please photocopy as necessary

Process:

In addition to sampling the units presented at each IQA visit/contact:

i. Each portfolio must be sampled every 4 – 6 months whilst the learner is active.
ii. Sampling the first assessment judgement and the assessment process used for every unit assessed by an **unqualified** assessor and
iii. Sampling a minimum of *3 units at different points* in the learner's assessment for **qualified** and competent assessors. (This may include the common unit identified for all IQAs to sample), you will also need to focus on all additional areas of verification responsibility.

The agreed focus is ensuring all aspects of the assessment process are sampled is:

1st Sampling/ Focus
In addition to the expected unit/s quality assurance requirements you will also check:

a. Initial Assessment Agreements complete/uploaded
b. Learner Portfolio Induction Section/Unit complete
c. Learner is aware of appeals/complaints process

2nd Sampling/ Focus
In addition to the expected unit/s quality assurance requirements you will also check:

a. the timely and accurate completion of both formative and summative assessment records
b. the portfolio structure and trackability of evidence
c. observe some aspect of the assessment process and record.

3rd and 4th Visit/ Focus
In addition to the expected unit/s quality assurance requirements you will also check:

a. final portfolio structure
b. dates and signatures are complete on all unit summative records / LA declaration is signed
c. full Award Summary Achievement Record Complete
d. any need to agree and record arrangements for further internal quality assurance and altered target completion date.
e. (paper based) assessor understands and has arranged for all assessment records to be removed from the learner's portfolio for storage by the assessment centre. If the learner wishes to keep copies of the assessment records they should be allowed to do so.

The same cycle of IQA activities should be applied for learners whose target date for completion has been extended.

NB. *IQAs may increase the extent of their sampling beyond the above if they have identified concerns about assessment practice.*