

# Internal Quality Assurance

**Policy Owner: Sandeep Athwal**

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		01.08.2024	Annual



## **School of Coding AEP Limited's IQA Policy**

### **Introduction**

The School of Coding is committed to maintaining high standards of internal quality assurance (IQA) to ensure the consistency and reliability of all assessments conducted within our programs. This policy outlines the responsibilities, procedures, and strategies involved in internal quality assurance to guarantee that our students receive fair, accurate, and consistent assessment outcomes in line with awarding body requirements.

### **Role and Responsibilities of the Internal Quality Assurer (IQA)**

The School of Coding IQA is responsible for overseeing the quality and consistency of internal assessments. The IQA must hold relevant and recognized IQA qualifications as specified by the regulatory authorities and possess the required occupational expertise before commencing their role. The IQA is expected to have a comprehensive understanding of the content, structure, and assessment requirements of the relevant awarding body.

The School of Coding ensures that the IQA has the necessary authority within the organisation and that appropriate time and resources are allocated to fulfil IQA duties effectively.

The IQA is responsible for:

- Regular sampling of candidate evidence and providing constructive feedback to assessors.
- Identifying candidates requiring additional support for assessment and ensuring their needs are met.
- Ensuring full compliance with awarding body requirements and maintaining the integrity and fairness of assessment grades.
- Recording feedback and recommended actions for assessors, ensuring they are implemented.
- Conducting sampling interviews with candidates where relevant and maintaining accurate records.
- Sampling all methods of assessment, including live assessments.
- Observing new assessors during their initial live session and annually thereafter.
- Regularly observing all assessors and maintaining records to confirm that assessment judgments are consistent and fair.
- Verifying that assessment outcomes meet national standards for the relevant subject.
- Organising and conducting standardisation meetings with assessors and other relevant staff, and ensuring that minutes and actions from these meetings are recorded and monitored.
- Keeping candidate achievement records up to date and addressing any issues related to student progress.

- Maintaining a clear audit trail of assessment and IQA processes across all relevant subjects.
- Communicating effectively with the External Verifier (EV) or External Quality Assurer (EQA) regarding centre visits and ensuring full preparation for these visits.
- Providing evaluation feedback to assessors and identifying opportunities for professional development and improvement in assessment practice.

### **Internal Quality Assurance Strategy**

The IQA, in collaboration with the assessment team and the centre manager, will establish an IQA program that aligns with the relevant awarding body guidelines and ensures effective quality assurance across the school.

### **Sampling of Work**

All assessors will be sampled regularly. New assessors will be subject to more frequent sampling in accordance with awarding body requirements. Sampling will cover every candidate group, including those newly enrolled, mid-term, and nearing course completion.

### **Candidate Interviews**

Candidates will be interviewed prior to enrollment to determine their suitability for the course and to assess the level of support they may require. Further interviews may be conducted during the course to monitor progress, provide feedback, and address any concerns.

### **Standardising Assessment**

Standardisation meetings will be conducted as needed to ensure that assessments are consistent and fair across all assessors. These meetings provide a forum for assessors to discuss any issues or concerns, share best practices, and maintain uniformity in judgement. Meeting minutes and action points will be documented and shared with all relevant staff, with follow-up actions monitored for compliance.

### **Development and Support for Assessors**

Assessors will receive a comprehensive induction, including an overview of the standards for the awards they will be assessing. They will be allocated a suitable number of candidates and provided with information on course locations and specific requirements. All assessment records will be regularly reviewed and monitored. Assessors will participate in ongoing support meetings to address any training or professional development needs. Regular attendance at standardisation meetings is required to ensure consistency in assessment practices.

### **Managing Procedures and Documentation**

All assessment records, including staff CVs, certificates, personal development records, and IQA and EV/EQA reports, will be securely stored at the centre in compliance with GDPR guidelines. Candidate files, assessment records, and certificate claims will also be maintained in secure storage.



### **Monitoring and Review**

This policy will be reviewed regularly to ensure it remains aligned with the latest best practices, awarding body requirements, and regulatory changes. Adjustments will be communicated to all relevant parties to ensure ongoing compliance and continuous improvement.