Unit Title:	**Internally assure the quality of assessment**
OCR unit number	45*
Level:	4
Credit value:	6
Guided learning hours:	45
Unit accreditation no:	A/601/5321

*This unit has a different OCR number if taken within the L&D suite.

Unit purpose and aim

The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the internal quality assurance of assessment.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1 Be able to plan the internal quality assurance of assessment	**The Learner can:** 1.1 Plan monitoring activities according to the requirements of own role	The candidate may provide examples of: Forward plans with timescales including: • all units assessed • all Assessors for whom they are responsible • all candidate groups • all assessment sites • all assessment methods • all stages of assessment • observation of assessment practice • sampling decisions and evidence • standardisation arrangements
	1.2 Make arrangements for internal monitoring activities to assure quality	Agreeing plans with those involved • Assessors • Managers • Others

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Learning Outcomes	Assessment Criteria	Exemplification
2 Be able to internally evaluate the quality of assessment	2.1 Carry out internal monitoring activities to quality requirements	Records of quality assurance interventions including: • observation of assessment practice • sampling of decisions and evidence • reviewing assessment planning and feedback • opportunities for assessors to compare their practice with that of others • others
	2.2 Evaluate assessor expertise and competence in relation to the requirements of their role	Comparing Assessor performance against • outcomes of quality assurance • assessment strategy • company policy • Awarding Body requirements • regulatory requirements
	2.3 Evaluate the planning and preparation of assessment processes	Comparing the approach employed by Assessors against requirements.
	2.4 Determine whether assessment methods are safe, fair, valid and reliable	Reviewing methods used by Assessors against requirements and expected outcomes.
	2.5 Determine whether assessment decisions are made using the specified criteria	Comparing decisions made against national standards and requirements of quality assurance.
	2.6 Compare assessor decisions to ensure they are consistent	Comparing decisions made by different Assessors on the same unit(s)/evidence
3 Be able to internally maintain and improve the quality of assessment	3.1 Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment	Records of • giving constructive feedback on performance • identifying learning needs and addressing those needs • standardisation activities • CPD activities carried out

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Learning Outcomes	Assessment Criteria	Exemplification
	3.2 Apply procedures to standardise assessment practices and outcomes	Records of • observation of assessment practice • sampling activities • standardisation activities
4 Be able to manage information relevant to the internal quality assurance of assessment	4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance	How records are stored. How security and confidentiality of information is managed. How information obtained is used.
	4.2 Follow procedures to maintain confidentiality of internal quality assurance information	The application of: • Data Protection • confidentiality • Awarding Body and Regulatory requirements
5 Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment	5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare	Records of how these are applied • Data Protection • Safeguarding • Equality of opportunity • Diversity • Health and Safety • Company policy • Awarding Body and regulatory requirements
	5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance	What the requirements are and how they have been applied to EQA
	5.3 Critically reflect on own practice in internally assuring the quality of assessment	Records of • Reviewing actual against expected outcomes • Analysing strengths and weaknesses • Obtaining feedback from others • Adapting practice as required
	5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment	Records of activities undertaken • Training courses • Appraisals • Personal development log • Other relevant activity

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Assessment

The aim of this unit is to assess the candidate's performance in assuring the quality of assessment from within an organisation or assessment centre.

All learning outcomes in this unit must be assessed using methods appropriate to the candidate IQA's performance. These must include:

- observation of performance
- examining products of work
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.

Evidence requirements

Evidence must come from the Internal Quality Assurance (IQA) candidate's performance in the work environment. There must be evidence of the IQA candidate monitoring a minimum of two assessors, each with a minimum of two candidates of their own, through components of a qualification.

National Occupational Standards (NOS) mapping/signposting

Learning and Development Standard 11 Internally monitor and maintain the quality of assessment

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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