Unit Title:	**Understanding the principles and practices of internally assuring the quality of assessment**
OCR unit number	32*
Level:	4
Credit value:	6
Guided learning hours:	45
Unit accreditation no:	T/601/5320

*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 knowledge and understanding a learning and development practitioner requires for the internal quality assurance of assessment.

'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: 1 Understand the context and principles of internal quality assurance	**The Learner can:** 1.1 Explain the functions of internal quality assurance in learning and development 1.2 Explain the key concepts and principles of the internal quality assurance of assessment	The candidate may consider: The purpose of quality assurance What it measures and why What standard must be achieved and why How assessment is quality assured and when The different types of quality assurance intervention that may occur e.g: • 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

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Learning Outcomes	Assessment Criteria	Exemplification
		• others Which key aspects of the assessment process should be monitored and why • induction of the candidates • assessment planning • feedback to candidates • identifying and meeting learners needs • whether assessment decisions are fair, valid, reliable, safe • others
	1.3 Explain the roles of practitioners involved in the internal and external quality assurance process	The roles of • Candidates • Assessors • Mentors • IQA personnel • EQA personnel
	1.4 Explain the regulations and requirements for internal quality assurance in own area of practice	The NVQ Code of Practice 2006 QCF Regulatory Framework Awarding Body requirements Company policy and procedures
2 Understand how to plan the internal quality assurance of assessment	2.1 Evaluate the importance of planning and preparing internal quality assurance activities	The value of each type of intervention in relation to the qualification being quality assured and the experience of individual assessors The timing of each intervention to achieve the desired outcomes The importance of communicating how and when these activities will take place Awarding Body requirements The consequences of non-compliance
	2.2 Explain what an internal quality assurance plan should contain	Candidate may consider the following: • planning records

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Learning Outcomes	Assessment Criteria	Exemplification
		• company policies and procedures • the timetable for each intervention • what is to be reviewed and how • who will be involved • qualifications/units assessed • assessors • candidate groups • assessment sites • assessment methods • Awarding Body and regulatory requirements
	2.3 Summarise the preparations that need to be made for internal quality assurance, including: • information collection • communications • administrative arrangements • resources	What information is required Who needs to be involved • company policy and procedure • Awarding Body requirements • staff time and associated costs • how to record outcomes
3 Understand techniques and criteria for monitoring the quality of assessment internally	3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology	The value of: • observations of assessment practice • interviews with candidates How to review the following against claims to competence and/or knowledge and understanding: • assessor records of candidate performance • product evidence • records of professional discussion/question and answer sessions • learner statements/case histories • other evidence How to take into account: • Awarding Body requirements • regulatory requirements – eg NVQ Code of Practice 2006; QCF Regulatory Framework • assessment strategy for each qualification

Learning Outcomes	Assessment Criteria	Exemplification
	3.2 Explain the appropriate criteria to use for judging the quality of the assessment process	• company policy and procedure • resources required Comparison of assessment decisions against assessment criteria and learning outcomes of each unit Identification of the most appropriate methods of assessment to use for individual learners in their particular environment Use of observation of assessment practice against current standards of best practice as a measure of quality Comparison of decisions made by different assessors across units/types of evidence How Assessors take into account specific assessment strategies, Awarding Body and regulatory requirements How Assessors apply requirements for equality, diversity, inclusion, safeguarding and health & Safety to the assessment process
4 Understand how to internally maintain and improve the quality of assessment	4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment	Providing constructive feedback after sampling decisions and observing assessment practices Identifying Assessor learning needs and identifying how those needs can be met Advising on opportunities for continuous professional development Advising on the requirements of assessment strategies; regulators. Company policy and procedures Providing opportunities to compare practice/decisions with

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Learning Outcomes	Assessment Criteria	Exemplification
		that of other assessors Comparing individuals skills and knowledge to the occupational competence requirements for assessors defined in the relevant assessment strategy
	4.2 Explain standardisation requirements in relation to assessment	May include: • Awarding Body requirements • regulatory requirements • company policy and procedure • consistency • fairness
	4.3 Explain relevant procedures regarding disputes about the quality of assessment	May include: • regulatory requirements • Awarding Body requirements • company policy and procedure
5 Understand how to manage information relevant to the internal quality assurance of assessment	5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment	Options for safe and secure storage of information in different environments and the potential risks Data Protection Confidentiality
6 Understand the legal and good practice requirements for the internal quality assurance of assessment	6.1 Evaluate legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare	Legal issues, policies and procedures may include: • Data Protection • Safeguarding • Equality of opportunity • Diversity • Health and Safety • Company policy • Awarding Body and regulatory requirements
	6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment	Technologies may include: • Software packages • Electronic portfolios • Internet What standards of performance are required
	6.3 Explain the value of reflective practice and continuing professional development in relation to	Ways of obtaining feedback on performance How to identify gaps in

Learning Outcomes	Assessment Criteria	Exemplification
	internal quality assurance	knowledge or skill levels that need to be addressed and how to do this Examples of learning that have been applied to develop practice
	6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment	What the requirements are How they apply to IQA How they can be used to ensure fairness and consistency

Assessment

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment.

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding.

Evidence requirements

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

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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