



Assessment, Distance Learning and Internal Quality Assurance Policy

Assessment

Aims

- To ensure that assessment methodology leads to processes that are valid, reliable and does not disadvantage or advantage any group of students or individuals
- To ensure that the assessment procedure is open, fair and free from bias and to national standards
- To ensure that there is accurate and detailed recording of assessment decisions.

In order to do this, we will ensure that:

- sufficient number of appropriately qualified/experienced Assessors are in place to assess the volume of learners they intend to register
- all staff involved in assessment are provided with appropriate training and undertake meaningful and relevant continuing professional development
- assessors have undertaken the necessary standardisation processes
- students are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- a clear and accurate assessment plan is produced at the start of the programme
- dates are published for hand out of assessment tasks and required deadlines
- assessment planning leads to students being fully prepared for any assessment
- assessment student's evidence uses only the published assessment criteria and associated assessment guidance
- assessment decisions are impartial, valid and reliable
- assessment procedures minimise the opportunity for malpractice

- accurate and detailed records of assessment decisions are maintained
- samples for moderation/verification are provided to the awarding organisation as required
- awarding organisation reports are monitored and any remedial action required undertaken
- we share good assessment practice between all staff
- assessment methodology and the role of the assessor are understood by all staff
- we provide resources to ensure that assessment can be performed accurately and appropriately.

Distance Learning and e-Assessment

Aims

- To ensure distance learning and e-Assessment methods are fit for purpose.

In order to do this, we will ensure that:

- The delivery of any study materials direct to students remotely through, for example, e-learning methods or correspondence, is secure and reliable, and that there is a means of confirming its safe receipt.
- Assessed work is properly attributed to students, particularly in cases where the assessment is conducted through remote methods that might be vulnerable to interception or other interference
- Any mechanisms, such as web-based methods or correspondence, for the transfer of their work directly to assessors, are secure and reliable, and that there is a means of proving or confirming the safe receipt of their work

Internal Quality Assurance

Aims

- To ensure there is an Internal Quality Assurer for each programme
- To ensure that Internal Quality Assurance is valid, reliable and covers all Assessors and programme activity.
- To ensure that the Internal Quality Assurance procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of Internal Quality Assurance decisions and resulting actions.

In order to do this, we will ensure that:

- a sufficient number of appropriately qualified/experienced Internal Quality Assurers are in place to internally quality assure the anticipated number of Assessors and students
- all staff involved in internal quality assurance are provided with appropriate training and undertake meaningful and relevant continuing professional development
- Internal Quality Assurers have undertaken the necessary standardisation processes
- each Internal Quality Assurer oversees effective Internal Quality Assurance systems on the programme to which they are appointed
- staff are briefed and trained in the requirements for current Internal Quality Assurance procedures
- effective Internal Quality Assurance roles are defined, maintained and supported
- Internal Quality Assurance is promoted as a developmental process between staff
- standardised Internal Quality Assurance documentation is provided and used
- all centre assessment tasks are verified as fit for purpose prior to issue to students
- programme assessment schedules include details of Internal Quality Assurance activity.
- an appropriately structured sample of assessment from all programmes, units, sites and Assessors is subject to Internal Quality Assurance, to ensure centre programmes conform to national standards
- secure records of all Internal Quality Assurance activity are maintained
- the outcome of Internal Quality Assurance is used to enhance future assessment practice.

Responsibilities

Director of Operations /Programme Contact

The Director of Operations ensures that centre Internal Quality Assurance and standardisation processes operate, acts as the centre coordinator and main point of contact for the programmes.

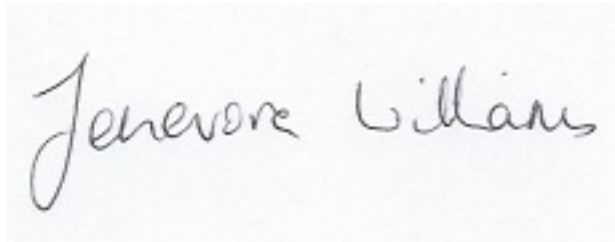
The Director of Operations ensures awarding organisation reports are monitored and any remedial action is carried out

Internal Quality Assurers

Members of staff able to verify assessor decisions, and validate assessment tasks. The Internal Quality Assurer records findings, gives assessor feedback, and oversees remedial action

Assessors

Responsible for carrying out assessment to required standards. The assessor provides feedback to students; assures the authenticity of student work; records and tracks achievement.

A handwritten signature in black ink on a light-colored background. The signature reads "Jenevora Williams" in a cursive, flowing script.

Date: 28.03.2025

This policy will be reviewed every 24 months by

Dr Jenevora Williams