

Rutland Adult Learning and Skills Service Quality Assurance and Standardisation Policy

1. OUTLINE

Quality Assurance is the method of ensuring quality in the assessment process. It is designed to ensure the assessment is **VALID, APPROPRIATE, AUTHENTIC, RELEVANT, SUFFICIENT** and **CURRENT** to meet the National Standards.

2. APPENDICES

2.1 Quality Calendar

3. DEFINITIONS

3.1 Valid Assessment

The assessor has ensured that the claims being made by the learners are a true reflection of their skills, ability and knowledge.

The Assessor has based their judgements on evidence that meets the National Standards and therefore logically points to competence.

3.2 Appropriate Assessment

The Assessor has ensured that the evidence being presented by the Learner meets the National Standards. Feedback should include the correction of errors in spelling, punctuation and grammar.

3.3 Authentic Assessment

The Assessor has ensured that the evidence is attributable to the learner.

3.4 Relevant Assessment

The Assessor has ensured that only evidence which meets the National Standards is used to claim competence. All Assessors are consistent in their assessment of the quality of evidence on which they base their judgements.

3.5 Sufficient Assessment

The Assessor has ensured that the quality and quantity of the evidence being presented meets the requirements of the appropriate Qualifications.

3.6 Current Assessment

It is important that Quality Assurers respond to the developments in assessment practice while remaining in line with the requirements of the Awarding Body.

The Assessor is to ensure that the evidence is current and in line with the Awarding Body requirements.

4. THE MAIN AIMS OF QUALITY ASSURANCE

4.1 The purpose of quality assurance is:

- To co-ordinate, evaluate and monitor the assessment process of the approved qualification as carried out by Assessors.
- To enhance the consistency of the overall assessment process by ensuring consistent interpretation and application of National Standards.
- To provide guidance and support to Assessors.

4.2 The vehicle through which Awarding Bodies ensure consistency of approach and grading is quality assurance. Quality assurance is recognised as the key to the quality of delivery and assessment in all programme areas.

4.3 The Awarding Bodies assure quality through:

- Monitoring quality assurance through Centre Advisers/Standards Moderation.
- Ensuring Quality Assurance operate to the Qualification and Credit Framework.
- Advising and supporting and development of quality assurance systems.

5, STATEMENT OF POLICY

5.1 It is the policy of Rutland Adult Learning and Skills Service (RALSS) to operate a procedure for the Quality Assurance of its programmes.

It is expected that full account of the Rutland County Council's Equal Opportunities policy be taken when implementing the quality procedure.

5.2 A standardised system for the quality assurance of all courses will incorporate the following elements:

- All Quality Assurers should operate according to the Awarding Bodies Standards and should hold, where relevant V1/A1/TAQA qualifications.
- Quality Assurers are to ensure that assessment guidance is delivered to provide the opportunity for fair assessment.
- Quality Assurers are to ensure that all learners are registered for the respective qualification with an Awarding Body as soon as possible after their enrolments with RALSS.
- The Quality Assurer is responsible for preparing an appropriate verification-sampling matrix for each of their programmes.
- Quality Assurers needs to present an accurate picture of quality of assessment in the centre so that everyone involved in quality assurance can be sure that those decisions not sampled meet national standards.
- The sample should enable the Quality Assurers to look at the assessment decisions of all the team in any given period e.g. one year.

The sample should cover:

All Assessors

All units (including additional units/assignments)

All elements

The quality assurers need to do sampling assessment, interim sampling and summative sampling.

5.3 The Quality Assurer is to provide feedback to the Assessor regarding assessment decisions.

5.4 All Quality Assurance must be thoroughly documented on relevant tracking records in line with GDPR requirements and must be retained for at least 3 years by the designated Quality Assurer. It is the responsibility of the Centre to ensure that the Quality Assurer Records are maintained in accordance with this procedure.

5.5 In cases of dispute between a learner and an Assessor or Quality Assurer, the Appeals procedure is to be implemented.

5.6 Should an Assessor not meet the Centre's requirements for assessing, a policy of increasing the quality assurance of evidence will be put in place until the Assessor meets the necessary requirements. The Assessor has the right to lodge an appeal against this using the RCC Grievance Procedure.

6. STANDARDISATION

6.1 This policy applies to all qualifications that are subject to an external quality assurance process. Examples include Workplace Learning, STLS & Early years, Online Learning, Functional Skills English Speaking & Listening at levels 1 & 2, Functional Skills English, maths and ESOL at Entry levels.

6.2 Frequency:

- Workplace Learning and Online courses: per the sub-contractor's policy (IEG)
- Functional Skills English L1/2 Speaking & Listening: termly sampling.
- Functional Skills English, maths and ESOL at Entry levels: termly sampling.

6.3 Staff involved:

- Assessors/tutors, QAs, Programme Manager

7. RECORDS OF STANDARDISATION

7.1 The Agenda will be set by the Programme Manager and Minutes taken and saved. Minutes should be shared with standardisation team and Adult Learning Management Team.

7.2 Samples of assignments should comprise >2 samples. These should be recorded, showing any changes to marking.

Review History

Date	Reason for Review	Next Scheduled Review
October 2014	Updated as per two year cycle	October 2016
Aug 16	Scheduled Review	Aug 18
March 18	GDPR compliance and scheduled	March 2020
March 2021	Scheduled Review	September 2022
Aug 22	Scheduled Review	Aug 23 (change to sub-C)
Aug 23	End of Sub-C	Aug 24



Policy Owner: Adult Learning and Skills Manager