



INTERNAL QUALITY ASSURANCE

AND

STANDARDISATION POLICY

Standardisation of the Assessment Process

As part of the Internal Quality Assurance role and to satisfy Open Awards requirements, Internal Quality Assurers (IQAs) are responsible for planning, facilitating, and evaluating the standardisation of Assessor processes and practice.

This process is part of the centre's quality assurance strategy and is planned throughout the year.

Regular meetings take place to standardise Assessor practice. This takes place at team meetings or specific standardisation meetings. An annual standardisation plan is developed to highlight units, assessment methods, and evidence that need to be looked at by a team of Assessors over a year cycle. It is the responsibility of the qualification IQA to plan and arrange these meetings.

Assessor standardisation actions include:

- Judging evidence and making assessment decisions as a team
- Assessing work provided by another assessor to ensure the same decision is reached
- Comparing how assessment documentation is completed
- Considering the most appropriate methods of assessment for a qualification
- Designing or revising assessment documentation
- Writing assessment materials e.g. assignment briefs, to ensure each Assessor has the opportunity to contribute
- Reviewing qualification standards and discussing how each Assessor interprets them and the type of evidence they would look to produce
- Ensuring consistency amongst a team of Assessors

All standardisation activities are recorded and maintained.

Standardisation of IQA Practice

IQA standardisation meetings take place regularly to ensure consistency amongst IQAs and the feedback/decisions they are making.

Types of standardisation activities for IQAs include the following: -

- Quality assurance of assessment activities
- Interpretation of standards, learning outcomes, and assessment criteria
- Judging how evidence meets qualification requirements
- Checking the quality of feedback from Assessors
- Updating assessment and quality assurance documentation and procedures

All IQA standardisation activities are recorded and maintained.

REVIEW

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the MaCTRI Head of Institute.

Date: April 2022

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