

## Internal Quality Assurance Policy

**This is a core policy that forms part of the induction for all staff, volunteers and Trustees. It is a requirement that all members have access to this policy and sign to say they have read and understood its contents.**

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**This policy will be reviewed and ratified at least annually and/or following any updates to national and local guidance.**

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### 1. Policy Statement

Circomedia will ensure equality of opportunity for all candidates by the verification of fair, accurate and reliable internal assessment. The internal assessment process provides internal quality assurance for this verification.

The main objectives are:

- To ensure consistency, transparency, reliability and validity of the assessment process.
- An internal system to ensure quality assurance in assessment processes.
- To identify staff development requirements concerned with the assessment and quality assurance process and to provide a programme of training/development to match those requirements.

All Circomedia formal courses are fully or partly assessed internally. Marks/grades from internal assessments are submitted to the awarding body (Pearson or Bath Spa University) and, together with any external assessment grades, are used to determine the final qualification grade. It is essential that students have confidence that internal assessment is fair and reliable and in accordance with standards set by awarding bodies.

## 2. Scope

This policy outlines the strategy for quality assuring internally assessed programmes, modules or subsections of modules.

Students on any course that is fully or partly assessed internally have the assurance that grading of such work will be internally quality assured, in accordance with awarding body regulations where these exist, prior to submission to the awarding body.

## 3. Responsibilities

This policy is owned by the Deputy Head of Undergraduate Studies and the BTEC Course Leader and is to be reviewed every year.

The ultimate responsibility for the internal quality assurance of programmes is with the Deputy Head of Undergraduate Studies and the BTEC Course Leader.

In the absence of either of those staff members, a discipline head will stand in for them.

All staff have a responsibility to implement this policy. Failure to adhere to the guidance set out in this policy will be considered maladministration or malpractice.

## 4. Strategy

A suitably qualified/experienced internal quality assurer will be identified for every internally assessed component of a qualification.

Internal Quality Assurers may not quality assure their own assessment components.

Internal quality assurers have a role in assuring the quality of assessment arrangements and assessment decisions. They will work within the awarding body regulations to ensure the

appropriate standards are maintained and that grading of internally set/marked assessment components is fair, accurate and reliable.

All staff have a responsibility to implement this policy and teachers and assessors have responsibility to ensure internal quality assurance is carried out in accordance with this policy.

Circomedia standard, or approved awarding body documentation will be used for recording internal quality assurance activities and providing feedback.

The Deputy Head of Undergraduate Studies and the BTEC Course Leader will ensure that all Circomedia documentation meets the awarding body's requirements.

All records must be kept in the IQA File, or their whereabouts identified, and be available to the awarding body as required.

## 5. Evaluation

In most cases the awarding body will require evidence of internal quality assurance and will make their own judgement during external quality systems audit visits.

Feedback notes from external quality assurer must be considered along with internal quality assurance documentation at team meetings and minuted.

Any required action must be identified in the Course file.

## 6. Key aspects of Internal Quality Assurance

- Internally assuring the integrity and quality of assessment.
- Maintaining and improving the assessment process and the performance of Assessors.
- Confidence in submissions to Pearson and Bath Spa University

## 7. Benefits of Effective Internal Quality Assurance

- Improved learner experience.
- Increased retention, achievement and success rates.
- Increased number of high grades achieved.
- More cost-effective programmes.
- Regulatory requirements being met, minimising risk to learner success.
- Support for other planning, monitoring and quality improvement processes.

Pearson and Bath Spa University will specify in the relevant assessment strategies what the required qualifications are for staff who assess, and internally / externally quality assure the courses.

Pearson and Bath Spa University guidance and regulations must be referred to and complied with. These must take priority as lack of compliance may lead to sanctions.

The role of the Assessor is to assess students against agreed standards of competence. This will include developing and agreeing assessment plans, sources of evidence and any specific needs.

Evidence will come from:

- Observation of a Learner's performance.
- Assessment of under-pinning knowledge through written or oral questioning.
- Taking account of past achievement/learning.
- Tests or written assignments.
- Projects and performances.
- Learner/Peer reports.
- Appropriately qualified third-party reports.
- Professional discussion - taped, digitally recorded or written records.
- Video/photographic evidence.
- Examination and report of finished evidence.

Learners will be given clear feedback which identifies their level of competence, meets needs and level of confidence and agrees the next steps in the learning and assessment process. Records of such feedback must be kept.

Assessors must attend and contribute to Circomedia's standardisation activities, submit timely and accurate assessment information and contribute to the internal quality assurance process.

The Internal Quality Assurers (primarily the Head of Undergraduate Studies and the BTEC Course Leader) will ensure:

- Assessment is safe, valid, reliable, fair, authentic and sufficient.
- Assessment is consistent across each course.
- Standardisation of Assessors takes place.
- Compliance with Pearson and Bath Spa requirements.

Formative assessment will be regular and part of the on-going teaching and learning; it will be honest open and constructive and tailored to meet individual needs.

Summative assessments are the independent work of students; there will be a clear line between helping them to achieve their best and giving them the answers; timely feedback will be given, against the grading criteria, but will not include guidance on how to improve the evidence to improve grades.

Assessment records will be kept in accordance with Pearson and Bath Spa policies.