



*Elmley Dray
School*

Internal Quality Assurance Policy

Equal Opportunities

Elmley Dray School shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership. Elmley Dray School shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Sustainability

Elmley Dray School will comply with all statutory duties in respect of sustainable development by seeking to improve the long-term economic, social and environmental wellbeing of people and communities. This needs to be done in ways which promote social justice, equality of opportunity and which enhance the natural and cultural environment while respecting its limits.

Elmley Dray School provides educational opportunities for learners age 9-19 in full time education, and is committed to ensuring a standardised approach to internal quality assurance practice, under a single quality assurance system that is well documented and systematically reviewed regularly.

The internal quality assurance procedure must be open, fair and free from bias and have accurate and detailed recording of internal quality assurance decisions. The Professional Advisory Team qualified Internal Quality Assurance Team Member is trained both as an Assessor, a teacher and as an internal quality assurance professional and provides leadership for the process within the school.

The internal quality assurance process will monitor and maintain the quality, transparency and integrity of assessment in line with the requirements of our awarding organisations.

Hayley Furnell
Certificate in Leadership of Internal Quality Assurance
Elmley Dray School

Assessment, Internal Quality Assurance Policy and Procedure

In the absence of a procedure that is imposed by the validating Examination Board, then the procedure detailed below will apply.

Introduction and Aim

Internal marking, moderation / verification seeks to ensure that all learners (children and vulnerable adults, as applicable) have access to fair and accurate assessment and that assessment practices are consistent, transparent, valid and reliable and meet the requirements and standards of awarding bodies.

This strategy aims to provide clear guidance and a framework to enable greater consistency of assessment practice and standards within Elmley Dray School, irrespective of subject discipline. The strategy is concerned with both assessment materials and assessment decisions.

The Headteacher and Deputy Headteacher will ensure that all programme specifications and particularly assessment procedures are known by the school teachers, tutors or assessors as required.

The Internal Quality Assurance (IQA) process is an integral part of the quality assurance system of the school because it focuses on the quality of learner assessment. It confirms that the assessment requirements of the approved programme are being reviewed and that the standards of achievement match the agreed criteria of the units/modules. It also provides an opportunity for problems to be identified and remedied and for the recognition and sharing of good practice.

The aim of this policy is to ensure that:

- Internal Quality Assurance (IQA) is on-going, robust, valid and reliable;
- IQA procedures are open, fair and free from bias and that assessors adhere to the Awarding Body assessment specification in the judgement of evidence;
- Recording of IQA decisions is accurate and detailed;
- Consistency, transparency, reliability and validity of assessment processes, ensuring that standards and specifications are implemented/achieved;
- Assessment is fit for purpose, consistent and meets the national standards for the particular level being assessed.

In order to do this, the Leadership Team qualified Internal Quality Assurance member will:

- Verify an appropriately structured sample of assessor work from all programmes, sites and teams to ensure college programmes conform to national standards in line with Awarding Body guidelines and procedures;

- Plan annual internal quality assurance schedules linked to assessment plans;
- Define, maintain and support effective internal verification roles;
- Ensure that IQA staff will maintain secure records of all IQA activity in line with Awarding Body guidelines and procedures;
- Brief and train staff of the requirements for current IQA procedures for different Awarding Bodies;
- Promote IQA as a developmental process between staff;
- Provide standardised IQA documentation;
- Use the outcome of IQA to enhance future assessment practice.

Internal Quality Assurance

Teachers are responsible for providing the evidence and the Internal Quality Assurance SLT member should internally verify and quality assured assessed work. Should the Internal Quality Assurance SLT member be the teacher, then a professionally trained and experienced IQA consultant will be used to complete the IQA process. At the time of writing this policy, this would be Emily Hollis MBE, Hayley Furnell, Gemma Connolly, Beth Lanning and Angharad Lanning.

Teachers must work with the IQA system so that consistent, rigorous processes can be adopted. The Internal Quality Assurance SLT member has the responsibility to ensure that good practices can be shared and the person internally verifying can gain personally from the experience.

Elmley Dray School 'Internal Assessment and Verification Procedures' will be adhered to at all times. Compliance with the procedures will be the responsibility of the Internal Quality Assurance SLT member and will be audited annually.

Standardisation Meetings

Verification standardisation meetings will take place each term with teachers being asked to provide evidence of assessment work completed across the curriculum. Minutes and work provided by teachers will be made available in order to improve standards. Outcomes from this standardisation meeting will be reported to all teachers, in order to improve practice.

Meetings of Internal Quality Assurance for each curriculum pathway will take place in line with the requirements of Awarding Organisations. Minutes of meetings will be made available to any External Quality Assurance procedures.

IQA electronic file will be established and securely maintained up-to-date within Elmley Dray School Head Office ready for any scheduled EQA.

The External Quality Assurance Verifier Reports

All External Quality Assurance Verifier Reports will be reviewed by the Internal Quality Assurance SLT member, and presented as evidence of quality assurance within Governance meetings. The EV reports are electronically saved within Elmley Dray School Head Office. Actions to be taken will be managed by the Internal Quality Assurance SLT member and communicated to all teachers in order to continue to improve assessment processes within the school.

Roles and Responsibilities

Assessors and Teaching Team will:

- Identify and design suitable assessment activities ensuring coverage of performance criteria and learning outcomes/principal objectives set out in the unit/module specifications;
- Advise and support candidates to identify prior achievement where applicable;
- Assess assignments or other evidence that allows the Candidate, the Assessor and the Internal and External Verifiers to cross-reference and locate evidence;
- Attend team and standardisation meetings on a regular basis to ensure that assessment is being undertaken according to national standards;
- Ensure that suitable arrangements are made for external tests, where appropriate;
- Follow Elmley Dray School procedure in the event of any candidate appeal set out within the Awarding Body Appeals Procedure.
- Ensure that individual awarding body requirements regarding assessments are adhered to;
- Ensure that assessor candidates have their assessment decisions signed by a qualified assessor;
- Ensure procedures are in place for candidates with access arrangements

Assessor and Teaching Teams will meet on a regular basis and attend all internal and external training identified to support the assessment process:

- Ensure candidates are registered on the appropriate awarding body programme of study.;
- Prepare an assessment column within the Framework for each programme of study to show unit specification coverage;
- Ensure that the access arrangements are in place to suit individual needs as required;
- Gain mutual understanding of appropriate evidence;
- Record achievement of candidates;
- Update on procedures, processes and awarding bodies amendments;
- Modifications and practises.

Elmley Dray School Governance (PAT) will discuss reports with the Internal Quality Assurance SLT member annually or when received. The Elmley Dray School Development Plan will identify any actions requiring improvement.

The Internal Quality Assurance SLT member will advise, guide and support assessors and teachers to:

- Monitor samples of assessor performance to ensure that assessments are being conducted properly and that national standards are being interpreted accurately;
- Identify issues arising out of assessments decisions and take appropriate action;
- Ensure that the verification process is conducted in a supportive manner;
- Attend IQA training annually with the examination boards that Elmley Dray School are working with.

Maintain and monitor arrangements for processing assessment information to:

- Keep records of the verification process;
- Ensure that individual awarding body requirements regarding internal verification are adhered to;
- Ensure that the results of monitoring are communicated to the Assessor and Teacher Team, Elmley Dray School Directors and the Awarding Bodies through meeting minutes.

Verify assessment practice, where appropriate, to ensure:

- All curriculum areas will have frameworks for the academic year which are internally quality assured prior to being issued to learners;
- Assessment practice is of consistent quality, is sufficient but does not demand more of candidates than specified, and meets national standards;
- Awarding Body re-submission and rework rules are adhered to, with clear records of learner resubmission and re-takes for scrutiny by External Verifiers;
- All Summative decisions are made by qualified assessors;
- All IQA candidates have their IQA decisions signed by a qualified Internal Quality Assurance Panel Member;
- Identify staff training needs.

The Director, with the Headteacher, will:

- Oversee the quality assurance activity in each curriculum area and ensure that it is consistently applied;
- Ensure all claims for certification are validated by a qualified Internal Quality Assurer;
- Support assessment and internal verification/quality assurance within Elmley Dray School;
- Chair termly IQA meetings and record the same.
- Share expertise across the classrooms within the school.
- Consider issues and requirements of Examination Bodies;
- Discuss and agree requirements for staff training programmes with relevant staff;
- Feedback information to Assessment Teams;
- Provide IQA for all teachers and assessors;
- Review and update the School IQA standardised paperwork;
- Review and update the School IQA Policy;
- Promote good practice at all School Educational and Training Provisions;
- Support staff to ensure that Internal Quality Assurance is effective on all programmes;
- Formulate strategic policy statements;
- Report findings from external and internal verification procedures to Teachers, the IQA Professional Consultant and Elmley Dray School Governance;
- Receive and disseminate reports from the External Verifier(s) and ensure action on any recommendations made via IQAs;
- Assume overall responsibility for the IQA process;
- Report on and promote the school Internal Quality Assurance structure and system to Elmley Dray School Governance.

The IQA electronic folder holds information about the:

1. IQA Policy
2. CVs on all teaching staff including Job Descriptions
3. Diversity & Equality, Reasonable Adjustments, Special Considerations, Data Protection, Health and Safety Policy and all relevant policies
4. AfL policy
5. Minutes and Agendas for IQA Meetings, Standardisation
6. Qualification specifications/frameworks being used by the Elmsley Dray School
7. Staff structure chart
8. Other relevant policies

Sampling Strategy for the Internal Verifier and Lead Verifier- to now include RAG rating

A representative sample of learners' assessed work should be selected taking into account, as appropriate:

- 25% of Assessor/teacher/tutor marked work to be drawn each of the units and modules forming part of the programme of study/specification. The sample called must have a cross section which reflects differences in age, gender and ethnicity.
- 10% of Assessor/teacher/tutor marked work which has been verified by the IQA to be drawn each of the units and modules forming part of the programme of study/specification to be verified by a SIQA. The sample called must have a cross section which reflects differences in age, gender and ethnicity.

Should an internal quality assurance sample fail, then 100% of the sample will be called for internal quality assurance with training provided for the Assessor.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	October 2024	Initial policy approved	Annually
1.1	Hayley Furnell	August 2025	Annual review	Annually
1.2	Hayley Furnell	March 2025	IQA report template update	Annually



Reviewed by Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: August 2025

Next review: August 2026

Internal Quality Assurance Feedback Report

Qualification title and code	
Awarding body	
Unit/s sampled <i>The sample called must have a cross section which reflects differences in age, gender and ethnicity.</i>	
Learner name/s (initials)	
Percentage IQA (minimum 25%)	
Assessor name	
IQA name	
Date	

	Yes/No	Internal Quality Assurer's comments
Is the assessment method appropriate? (note types of evidence)		
Does the evidence address all of the assessment criteria?		
Has the evidence been clearly referenced?		
Is there sufficient evidence for teaching and learning guided learning hours?		
Do you agree with the assessment decision? Is it valid, reliable, sufficient, current, authentic?		
Was ongoing feedback to the learner constructive in accordance with the AfL policy?		
Correct documentation used and fully completed? A. Tracking document B. Unit Descriptor C. Summary Sheet		Circle all relevant documentation used A B C
ASSESSOR RAG Rating <i>See table below for guidance</i>	RAG Rating	Feedback

Quality		
Admin		
Professionalism		

Rag Rating and Quality Statements		
RED	AMBER	GREEN
Area of development and under monitoring 100% of work produced goes through IQA process	Developing practice but not yet a strength 50% of work produced goes through IQA process	Strength 25% of work produced goes through IQA process
Quality	Admin	Professionalism
The quality of assessment is based on the success criteria and outcomes of the qualification specification being met in various forms of assessment with clear evidencing.	The quality of admin is based on the ability to record and clearly evidence any and all assessment criteria on the relevant paperwork and in relevant forms in a timely manner and in line with IQA deadlines.	The quality of professionalism is based on the general performance and response to feedback from relevant staff on teaching and learning and IQA outcomes. Keeping within safeguarding guidelines and following health and safety procedures where necessary.

Re-assessment required?	Yes/No:
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Feedback to Assessor:

Action to be taken (if applicable):

Resubmission for IQA required by:			
IQA signature:		Assessor signature:	

Final IQA Report:			
IQA signature:		Date:	
Assessor's signature:		Date:	