

Quality Assurance Procedure

Date: September 2016

Renewal Date: September 2017

The Centre is committed to Quality Assurance and believes it is an integral part of the Centre's processes.

The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.

The provision is regularly monitored and reviewed by our named quality assurance representative.

An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking.

Internal Verification is carried out on an on-going basis.

All cases of borderline achievement are Internally Verified.

At least 10% of other assessments are checked across all markers and modules.

Where a new marker is assessing, all work is double marked until the Centre Manager is satisfied with the standard.

All new invigilators are required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed.

Existing invigilators should be observed conducting an assessment at least once a year.

Internal Verification is recorded on Learner work and records and on central recording systems.

Information from the awarding body is disseminated to all members of staff involved in assessing.

The organisation's policy for Equal Opportunities is followed and monitored.

The Quality Assurance Procedure is next due for review on 1st September 2017.

Head Teacher _____ Date _____

Deputy Head Teacher _____ Date _____

Exams Officer _____ Date _____