

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

CANDIDATE SKILLSCAN

Name	Date
-------------	-------------

Unit 401 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment

For each of the statements below mark 'YES' or 'NO' with a tick or cross in the box.

LO1 UNDERSTAND THE CONTEXT AND PRINCIPLES OF INTERNAL QUALITY ASSURANCE

Do you already know:		YES	NO	Notes
1.1	The functions of internal quality assurance in learning and development			
1.2	The key concepts and principles of the internal quality assurance of assessment			
1.3	The roles of practitioners involved in the internal and external quality assurance process			
1.4	The regulations and requirements for internal quality assurance in my own area of practice			

LO2 UNDERSTAND HOW TO PLAN THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT

Do you already know:		YES	NO	Notes
2.1	The importance of planning and preparing internal quality assurance activities			
2.2	The components of an internal quality assurance plan			
2.3	The practical preparations that need to be made for internal quality assurance			

LO3 UNDERSTAND THE TECHNIQUES AND CRITERIA FOR MONITORING THE QUALITY OF ASSESSMENT INTERNALLY

Do you already know:		YES	NO	Notes
3.1	Different techniques for sampling evidence of assessment including the use of technology			
3.2	The appropriate criteria to use for judging the quality of the assessment process			

LO4 UNDERSTAND HOW TO INTERNALLY MAINTAIN AND IMPROVE THE QUALITY OF ASSESSMENT

Do you already know:		YES	NO	Notes
4.1	The types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment			
4.2	The standardisation requirements in relation to assessment			
4.3	Relevant procedures regarding disputes about the quality of assessment			

LO5 UNDERSTAND HOW TO MANAGE INFORMATION RELEVANT TO THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT

Do you already know:		YES	NO	Notes
5.1	The requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment			

LO6 UNDERSTAND THE LEGAL AND GOOD PRACTICE REQUIREMENTS FOR THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT

Do you already know:		YES	NO	Notes
6.1	Legal issues, policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare			
6.2	Different ways in which technology can contribute to the internal quality assurance of assessment			
6.3	The value of reflective practice and continuing professional development in relation to internal quality assurance			
6.4	Requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment			

Unit 402 Internally Assure the Quality of Assessment

For each of the statements below indicate whether you carry out the activities listed - often (O), sometimes (S) or never (N).
Jot down some possible evidence you could use.

LO1 BE ABLE TO PLAN THE INTERNAL QUALITY ASSURANCE (IQA) OF ASSESSMENT

Are you already involved in:		O	S	N	Possible evidence/difficulties
1.1	Planning monitoring activities according to the requirements of your IQA role				
1.2	Making arrangements for internal monitoring activities to assure quality				

LO2 BE ABLE TO INTERNALLY EVALUATE THE QUALITY OF ASSESSMENT

Are you already involved in:		O	S	N	Possible evidence/difficulties
2.1	Carrying out internal monitoring activities to quality requirements				
2.2	Evaluating assessor expertise and competence in relation to the requirements of their role				
2.3	Evaluating the planning and preparation of assessment processes				
2.4	Determining whether assessment methods are safe, fair, valid and reliable				
2.5	Determining whether assessment decisions are made using the specified criteria				
2.6	Comparing assessor decisions to ensure they are consistent				

LO3 BE ABLE TO INTERNALLY MAINTAIN AND IMPROVE THE QUALITY OF ASSESSMENT

Are you already involved in:		O	S	N	Possible evidence/difficulties
3.1	Providing assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment				
3.2	Applying procedures to standardise assessment practices and outcomes				

LO4 BE ABLE TO MANAGE INFORMATION RELEVANT TO THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT

Are you already involved in:		O	S	N	Possible evidence/difficulties
4.1	Applying procedures for recording, storing and reporting information relating to internal quality assurance				
4.2	Following procedures to maintain confidentiality of internal quality assurance information				

LO5 BE ABLE TO MAINTAIN LEGAL AND GOOD PRACTICE REQUIREMENTS WHEN INTERNALLY MONITORING AND MAINTAINING THE QUALITY OF ASSESSMENT

Are you already involved in:		O	S	N	Possible evidence/difficulties
5.1	Applying relevant policies, procedures and legislation in relation to internal quality assurance including those for health, safety and welfare				
5.2	Applying requirements for equality and diversity and where appropriate, bilingualism, in relation to internal quality assurance				
5.3	Critically reflecting on your own practice in internally assuring the quality of assessment				
5.4	Maintaining the currency of your own expertise and competence in internally assuring the quality of assessment				

Feedback and discussion

Dated	Assessor Signature
Dated	Candidate Signature