**Internal Quality Assurance Policy**

**Scope of the policy**

This policy is provided for iAccess staff members who are delivering, assessing and internally quality assuring the qualifications.

**Location of the policy**

This policy is available for all iAccess staff members and the awarding organisation employees to access.

**Communication of the policy**

It is important that staff involved in the management, delivery, assessment, and internal quality assurance of qualifications, are fully aware of the contents of the policy.

**Review of the policy**

iAccess will review the policy annually and revise it as and when required in response to changes in practices, actions required by awarding organisation or changes in legislation. Our review will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgements.

**Policy Statement**

Internal quality assurance is a key part of iAccess internal systems. Internal quality assurance at iAccess is concerned with being accurate, consistent, and ensuring all learners have access to quality assessments that are fair and are of a high quality, which results in achievements.

**Statement of Principles**

iAccess will ensure all assessment and internal quality assurance activities conform to the qualification specification and awarding organisation's standards. We will ensure that all evidence is valid, authentic, reliable, current, and sufficient.

iAccess will produce a sampling plan detailing our internal quality assurance activities and monitor this on a regular basis. We will ensure that assessors meet on quarterly basis to share good practice and identify areas for improvements. These meetings will be documented, and actions monitored.

We will hold regular standardisation with assessors, tutors and IQA's. As a minimum these will be on a quarterly basis. The findings of these will be used to inform annual appraisals, and training and development needs. They will also be used to update centre staff on any qualification or AO information.

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Example Standardisation Meeting Agenda:

- Actions from previous standardisation meetings
- Resources, H&S, E&D issues
- Progression and achievement of learners
- Examples of learners work to standardise
- Good practice from assessors
- Areas for improvements
- Internal quality assurance reports
- External quality assurance reports
- AO and qualification updates

We will monitor the quality of the qualifications and courses we offer. We will consider the quality of delivery, assessment decisions and judgements made and highlight issues, emerging trends, and the development needs for assessors.

All assessment and sampling strategies will be agreed with awarding organisation, and we will ensure that internal quality assurance drives the assessment process. We will keep reliable, up to date and auditable records of all internal quality assurance activities. These will be made available to awarding organisation on request.

As part of iAccess internal quality procedures, assessors and tutors will be observed as a minimum of once per year. All observations will be documented, and actions agreed and monitored. If tutors or assessors are inexperienced or new to a particular qualification, they will be observed a minimum of three times per year.

We will ensure that all assessors, tutors, and internal verifiers who deliver and assess on the qualifications we offer are suitably qualified and experienced. All iAccess staff members will receive access to regular, continuous professional development (CPD).