



EASTERN SCHOOL of PERFORMING ARTS
Internal Quality Assurance Policy

Scope of Policy: All Staff Contractors

Issue Date: July 2023

Review Date: July 2024

1. Policy Statement

Internal quality assurance at New College Stamford will:

- Ensure that all students are fairly, accurately and regularly assessed in a consistent manner
- Meet and exceed the requirements of awarding bodies at all stages of the internal quality and verification process
- Ensure that valid assessment decisions are reached for all students
- Support teachers in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached

2. Scope

This policy relates to all programmes offered at Eastern School of Performing Arts, additional policies and procedures apply for Higher Education courses.

For the purpose of this policy, the term Internal Verification encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work.

Any task, activity, assignment, essay or project that contributes to the students' final achievement in a vocational area or academic subject will fall within the scope of this policy.

3. Responsibilities

All teaching staff are required to give their full and active support to the policy by ensuring they have read, understood and then implemented its requirements.

4. Actions to Implement and Develop Policy

- 4.1 Every programme with work that is internally assessed and which contributes to the final assessment outcome of a student must carry out internal verification.
- 4.2 Appropriately qualified staff must carry out all internal verification. Where a trainee internal verifier undertakes internal verification, this must be verified by a qualified Internal Verifier and countersigned.
- 4.3 Each programme must have identified members of staff who will verify or standardise the assessments for that particular programme.
- 4.4 Internal Verification must be carried out continuously throughout the year. In

addition to this, each programme will identify appropriate periods of time when IV takes place at least termly. These times will be included in a course calendar, which each course must have in place in either the Internal Verification or Course file.

- 4.5 When IV meetings have taken place the minutes of the meeting must be copied to the Quality Department and a copy kept in the Internal Verification or Course File.
- 4.6 Any evidence that is produced must meet the requirements of the awarding bodies and College policy.
- 4.7 The evidence must be recorded on agreed and appropriate documentation which takes into account the requirements of Awarding Bodies and the College.
- 4.8 Assignment briefs must be verified before they are issued.
- 4.9 Internal verification must take place before assessment decisions are finalised and notified to students and certification is requested.
- 4.10 Evidence that Internal Verification practice has taken place must be available by the end of each term for monitoring by the Lead Internal Verifier and the Learning and Standards Manager for that curriculum area.
- 4.11 Internal monitoring of Internal Verification activity will be carried out by the Lead Internal Verifier for that programme and the Learning and Standards Managers. ESPA will be audited annually by the Quality team at New College Stamford.
- 4.12 Records of Internal Verification and student's portfolios of work must be kept in a secure location and accessed only by staff authorised to do so. The procedures in place must conform to the Awarding Bodies requirements in terms of retention of work.
- 4.13 All Internal Verification must be in line with current Awarding Body and College requirements.
- 4.14 Sampling must be across all assessors, all types of evidence and all learners including plans, reviews and records in addition to candidate evidence.
- 4.15 Sampling must ensure that marking/assessment of students' work includes an evaluation of the correction of English and mathematics systematically and correctly throughout a student's work.
- 4.16 All Internal Verifiers must attend standardisation meetings and ensure they keep up to date through training as necessary.

4.17 With Direct Claim Status, the specific awarding body guidelines must be followed.

5 Monitoring and Evaluation

- 5.1 This policy will be routinely monitored by the Head of Quality and Learning and Standards Managers through quality audit procedures.
- 5.2 Learning and Standards Managers should ensure that sufficient time within available resources is allocated to assure that Awarding Body national standards are met through internal verification.
- 5.3 Remission for Internal Verification will not normally be provided. Where remission is sought an application is to be made to the appropriate Director of Learning requesting remission.

6. Related Policies

- Internal Assessment Appeals Policy
- Malpractice and Maladministration Policy

Part 2 - Roles and Responsibilities in the Verification Process.

The programmes delivered at ESPA cover a diverse range of levels and candidates; however it is crucial that standard Internal Verification procedures apply that meet the requirements of Awarding Bodies and the needs of learners.

The following Internal Verification procedures must be applied to all programmes at the School and clearly outlines the responsibilities and accountabilities of each participant in the Internal Verification process.

The major participants are:

- Assessor ^(ESPA)
- Internal Verifier ^(ESPA)
- Lead Internal Verifier ^(NEW COLLEGE)
- Learning and Standards Managers ^(NEW COLLEGE)
- Head of Quality ^(NEW COLLEGE)

Within the Internal Verification process it is essential that all participants are fully aware of their responsibilities and accountabilities. ESPA tutors are responsible as Assessors and Internal Verifiers, all other IQA roles are completed by New College Stamford staff (Lead IV, LSM and Head of Quality).

1) Assessors

All Assessors must be:

- a) Occupationally competent and have relevant occupational expertise as defined by the Awarding Body.
- b) Qualified to the relevant Assessor requirements according to the Awarding Body, (for example an Awarding Body may require an assessor to hold the appropriate TAQA Assessor units or equivalent).

All Assessors are responsible and accountable for:

- a) Ensuring that they are fully conversant with current practice, (i.e. the most up to date information in the form of Joint Awarding Body Guidance and Updates, Awarding Body Quality Documents, National Standards for the programmes that they assess).
- b) Ensuring that the candidates have been registered with the Awarding Body as near to the start of the programme as possible, normally within 12 weeks of commencement of the programme. Note any assessment activity that takes place prior to candidate registration must form part of the APL process.
- c) Managing the assessment system, from candidate induction (including registration of candidates), to assessment planning, feedback, assessment decisions, review, record keeping as requested by the Awarding Body.
- d) Producing Assessment Plans and ensuring that the same is given to learners at the earliest opportunity.
- e) Assessing evidence of candidate competence against the National Occupational Standards in the qualification, and to TAQA Assessor standards as appropriate.
- f) Checking and correcting candidates English and mathematics skills throughout assessed evidence.
- g) Ensuring the candidates' evidence is valid, authentic, sufficient and current.
- h) Providing oral AND written feedback on assessment decisions.
- i) Ensuring that their assessment decisions are checked, authenticated, dated and countersigned in line with the programme requirements.
- j) Meeting with their IV and participating in standardisation activities. This must occur at least once per term.
- k) Retaining documentation/records to the standards required by the Awarding Body.
- l) Maintaining accurate and verifiable records of candidate assessment decisions and achievement, dating and signing them as authentic as required by the Awarding Body.
- m) Updating their Curriculum Vitae.

- n) Maintaining their own CPD.
- o) Attending team meetings.

2) Internal Verifiers:

All Internal Verifiers must be:

- a) Occupationally competent and have relevant occupational expertise
- b) Qualified to TAQA Verification standards or to the qualification standards required by the Awarding Body.

All Internal Verifiers are responsible and accountable for:

- a) Ensuring that they are fully conversant with practice, (i.e. the most up to date information in the form of Joint Awarding Body Guidance and Updates, Awarding Body Quality Documents, National Standards for the programmes that they internally verify).
- b) Understanding the content, structure and assessment required for the Awards that they are verifying.
- c) Managing the Internal Verification system, from induction, to assessment planning, feedback, assessment decisions, review, record keeping, certification (including unit certification, where appropriate) as required by the Awarding Body.
- d) Establishing procedures to ensure that all assessors interpret the programme requirements in the same way.
- e) Producing Internal Verification sampling plans which meet Awarding Body requirements, and ensure that, over time (i.e. the duration of the programme), all assessors, all assessment site/locations, all assessment methods, all parts of the assessment process, all candidates and all units are included in the sample.
- f) Regularly sampling evidence of assessment activities made by all assessors, across all aspects of assessment (including direct observation or assessment practice).
- g) Where required deciding on the ability of learners to make a resubmission of work.
- h) Ensuring that assessors have checked and corrected candidates' English and mathematics skills correctly and consistently throughout assessed evidence.
- i) Using, agreed Internal Verification (IV) documentation as required (ensuring that all aspects of College Policy and Procedures are covered).
- j) Ensuring that they do not internally verify their own assessment decisions.
- k) Ensuring that their Internal Verification decisions are checked, authenticated and countersigned by a Lead Internal Verifier.
- l) Monitoring and supporting the work of assessors, including the facilitation of appropriate staff development and training for assessors.

- m) Ensuring that candidate certification is conducted in accordance with the rules applying to certification.
- n) Maintaining up to date records of IV and sampling activity and ensuring that these are available for External/Standards Verification.
- o) Confirming sample assignments have been endorsed by the relevant Learning and Standards Manager prior to transmission to the External/ Standards Verifier.
- p) Retaining documentation/records to standards established by the Awarding Body requirements.
- q) Updating their Curriculum Vitae.
- r) Maintaining their own CPD.
- s) Attending team meetings and leading the standardisation process, evidence of which must be appropriately documented in the form of minutes which are subsequently sent to the Quality Department.

Declaration We, the undersigned, will oversee the implementation of this Policy and take all necessary steps to ensure it is adhered to.

Name: Kelly-Ann Gordon

Signed: 

Position within ESPA: Principal

Date: 18/07/2023