



# The Axe Valley Community College Quality Assurance Policy

## Quality Assurance Policy

**This policy was adopted by the Governing Board of  
The Axe Valley Community College  
on 10<sup>th</sup> MAY 2016**

**The policy will be reviewed every two years.**

**The next review will be in MAY 2018  
by SENIOR LEADERSHIP TEAM / GOVERNORS**

**This is to be read in conjunction with the following policies:**

Equality Policy  
Examinations Policy and Procedure  
Controlled Assessments Policy  
Compliments, Concerns & Complaints Policy  
SEND Policy  
Visitors Policy

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## Rationale

The Axe Valley Community College is committed to Quality Assurance and believes it is an integral part of an Examination Centre's processes.

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

## Purpose

- To ensure high quality examination standards at The Axe Valley Community College.
- To ensure a high quality examination system is in place with clear guidelines for all relevant staff.
- To ensure examination provision is regularly monitored and reviewed by an in-house quality assurance representative.

## Personnel

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy

## Staff

- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.

## Invigilators

- All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators will be observed conducting an assessment at least once a year.

## Manual Testing and Evidence Based Assessment Procedure

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