

AXE VALLEY ACADEMY

POLICY



Quality Assurance Policy

Updated: April 2018

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

Rationale

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

The focus of Axe Valley Academy 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 Axe Valley Academy.
- 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.