# Unit 1 – Understanding the principles and practices of internally assuring the quality of assessment

### Worksheet

### *Please pay attention to the assessment verbs within each question (explain, identify, outline etc.). You can also refer to the marking guidance at the end of each question. This will indicate the amount of detail required. For example, a question which has three marks should include three separate or distinct “things” (concepts, examples etc).*

### *If you click into the boxes these should expand along with your answers.*

1. Explain the functions (purpose) of internal quality assurance in learning and development

3 marks

1. Identify and explain three key concepts / principles of the internal quality assurance of assessment

6 marks (a minimum of 4 marks required)

1. Explain the role of the Internal Verifier

2 marks

1. Explain the role of the External Verifier

2 marks

1. Outline three regulations and their requirements for internal quality assurance in your own area of

practice

1

2

3

6 marks (a minimum of 4 marks required)

1. Outline the importance of planning and preparing internal quality assurance activities and the risks that could occur through lack of planning and preparation

4 marks

1. Explain what an internal quality assurance plan should contain

6 marks

1. Explain the following aspects of internal quality assurance preparations

Information collection:

Communication:

Administrative arrangements:

Resources:

8 marks (a minimum of 4 marks required)

1. Explain the advantages and disadvantages of the following sampling methods

|  |  |  |
| --- | --- | --- |
| **Sampling technique** | **Advantages** | **Disadvantages** |
| Formative |  |  |
| Summative |  |  |
| Learner interviews |  |  |
| Observation of assessors |  |  |
| Portfolio sampling |  |  |

10 marks (a minimum of 8 marks required)

1. Explain how the Internal Verifier may use technology to sample evidence of assessment

2 marks

1. Explain the appropriate criteria to use when judging the quality of the assessment process

4 marks (a minimum of 4 marks required)

1. Summarise the types of feedback, support and advice that assessors may need to maintain and

improve the quality of assessment

4 marks

1. Explain standardisation requirements in relation to assessment

3 marks

1. Explain the procedures regarding disputes about the quality of assessment

3 marks

1. Evaluate the impact of the following requirements within quality assurance of the assessment

Process

Information management:

Data Protection:

Confidentiality:

Health, Safety and Welfare

Equality and diversity and where appropriate, bilingualism

(suggested approach is to aim for 3 marks per section)

15 marks (a minimum of 10 marks required)

1. Evaluate **two** different ways that use of technology can contribute to the quality assurance process

2 marks

1. Explain the value of reflective practice and continued professional development in relation to

internal quality assurance

3 marks

RESULT /83

71 marks required for a pass; however a minimum of 1 mark must be achieved for each question

unless otherwise stated below

* a minimum of 4 marks must be achieved for question 2
* a minimum of 4 marks must be achieved for question 5
* a minimum of 4 marks must be achieved for question 8
* a minimum of 8 marks must be achieved for question 9
* a minimum of 4 marks must be achieved for question 11
* a minimum of 10 marks must be achieved for question 15

Pass / Refer

Date

Assessor’s feedback