EDITABLE PDF VERSION

Learner
Achievement
Portfolio

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices

Active iQ

Contents

Assessment plan

Learner's name:

Unit	Stage of assessment	Evidence	Assessment method	Date and time	Assessor's signature
1	Worksheet or Professional Discussion	**Completed worksheet**	Written or Oral		
2	X2 IV sampling plan for 2 assessors	Completed sampling plans	Written		
2	Evidence of internal communication with assessors to plan IV visits	Completed IV visit letter	Written		
2	Primary assessor live observation and professional discussion	Summative observation and professional discussion	Observation		
2	X4 IV reports with IV feedback to assessor and completion of PDPs (one report must be a live observation)	Completed IV reports and PDPs for each assessor	Written		
2	X1 Standardisation activity	Completed standardisation activity	Written		
2	Personal Development plan (PDP)	Completed PDP	Written		

Trainee IV's agreement

I agree to be assessed according to the plan above and am happy that it reflects any special needs I may have. I declare that all the work produced to meet the assessment criteria above has been my own unaided work.

Trainee IV's signature:

Date:

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

Please complete **either** the worksheet or professional discussion

Worksheet

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

3 marks

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

6 marks (a minimum of 4 marks required)

3. Explain the role of the Internal Verifier

2 marks

4. Explain the role of the External Verifier

2 marks

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

6 marks (a minimum of 4 marks required)

6. 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

7. Explain what an internal quality assurance plan should contain

6 marks
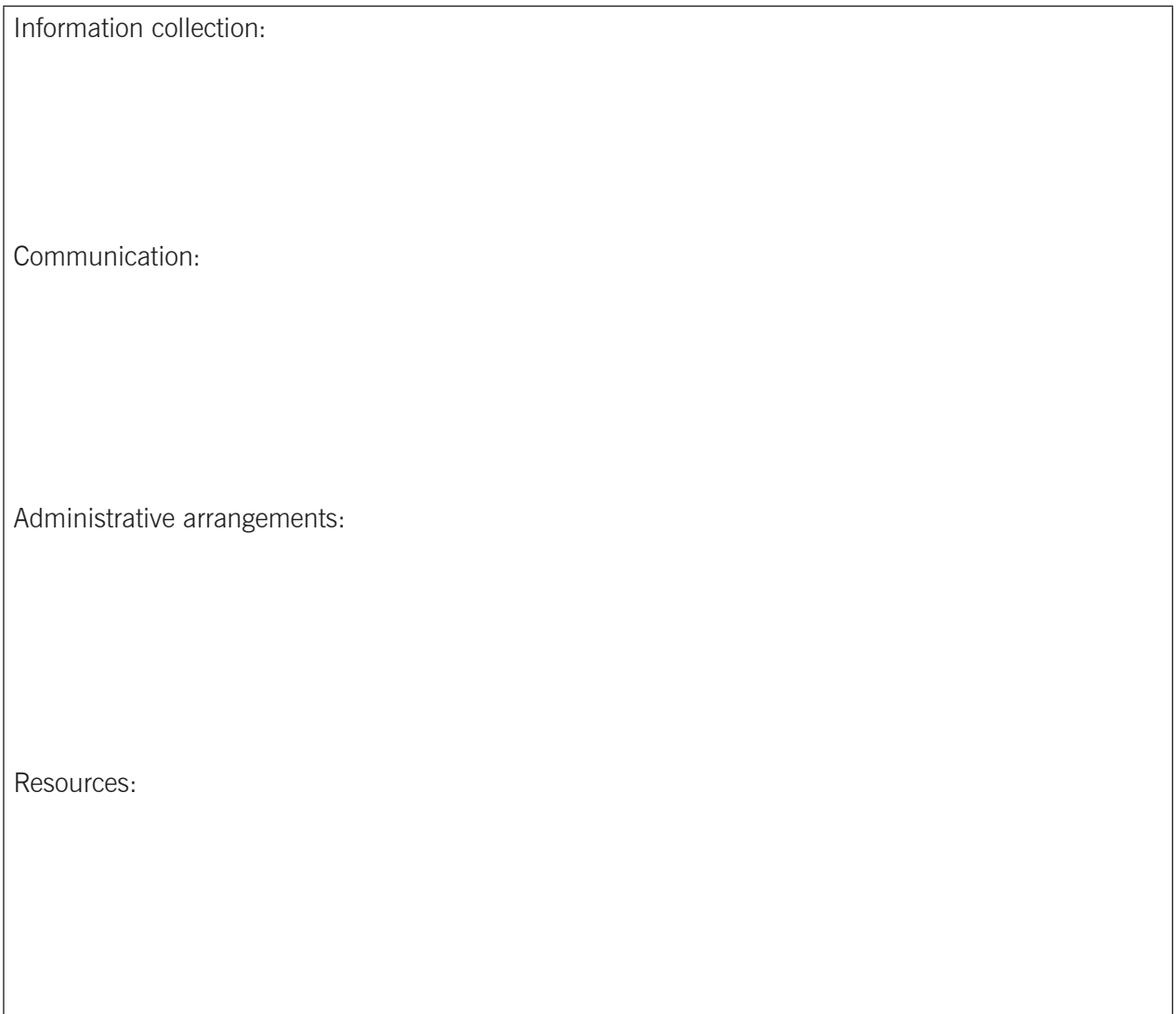
8. Explain the following aspects of internal quality assurance preparations

Information collection:

Communication:

Administrative arrangements:

Resources:

8 marks (a minimum of 4 marks required)

9. 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)

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

2 marks

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

4 marks (a minimum of 4 marks required)

12. Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment

4 marks

13. Explain standardisation requirements in relation to assessment

3 marks

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

3 marks

15. 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

15 marks (a minimum of 10 marks required)

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

2 marks

17. Explain the value of reflective practice and continued professional development in relation to internal quality assurance

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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

Assessor's feedback

Learner's name		Signature		Date	
Assessor's name		Signature		Date	
IV's name		Signature		Date	

Active IQ Generic IV Sampling Plan Assessor 1

Qualification Name: Centre/satellite name: Centre number:

Assessor's Name: Trainee Internal Verifier's Name: Course Start Date:

Please enter a rationale for your assessor in the box below:

Key:
☐ IV to enter planned dates for verification and then the actual date the verification took place.
☐ IV to enter unit numbers and assessment method sampled in table below against each unit chosen:
☐ Stage of Programme – Early (ELY) Middle (MID) End (END) Early Leaver (EL)

Number of Units →			Please detail in the boxes below the unit numbers the learner has selected and whether 'M' mandatory or 'O' Optional ensuring the required number of both mandatory and optional units are covered for the relevant qualification											
Evidence → Learner's Name ↓	Planned IV	Actual IV	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Assessment Date/s Stage of Programme	IV agrees with Assessor Decision Y/N

IV Sampling Plan Feedback form

Did all the evidence sampled meet VARS? Delete as appropriate.	VALID		AUTHENTIC		RELIABLE		SUFFICIENT	
	YES	NO	YES	NO	YES	NO	YES	NO

Evidence Sampled	IV Feedback / Comments

Assessor Personal Development Plan:	Target Date for Completion

	No. Learners	No. Of Sites
Total Number		
Number Sampled		
Trainee Internal Verifier's Signature		Date:
Assessor's Signature		Date:

Active IQ Generic IV Sampling Plan Assessor 2

Qualification Name:

Centre/satellite name:

Centre number:

Assessor's Name:

Trainee Internal Verifier's Name:

Course Start Date:

Please enter a rationale for your assessor in the box below:

Key:
☐ IV to enter planned dates for verification and then the actual date the verification took place.
☐ IV to enter unit numbers and assessment method sampled in table below against each unit chosen:
☐ Stage of Programme – Early (ELY) Middle (MID) End (END) Early Leaver (EL)

Number of Units →			Please detail in the boxes below the unit numbers the learner has selected and whether 'M' mandatory or 'O' Optional ensuring the required number of both mandatory and optional units are covered for the relevant qualification											
Evidence → Learner's Name ↓	Planned IV	Actual IV	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Assessment Date/s Stage of Programme	IV agrees with Assessor Decision Y/N

IV Sampling Plan Feedback form

Did all the evidence sampled meet VARS? Delete as appropriate.	**VALID**		**AUTHENTIC**		**RELIABLE**		**SUFFICIENT**	
	YES	NO	YES	NO	YES	NO	YES	NO

Evidence Sampled	IV Feedback / Comments

Assessor Personal Development Plan:	Target Date for Completion

	No. Learners	No. Of Sites
Total Number		
Number Sampled		
Trainee Internal Verifier's Signature		Date:
Assessor's Signature		Date:

Internal Verification Planning Letter for Assessor 1

Dear

I can confirm that I would like to visit you to perform Internal Verification on:

<u>Date:</u>

<u>Time:</u>

Would you kindly confirm that the visit date is convenient for you no later than <u>2 weeks from date of this letter</u>
On the following page I have marked (*) all areas/aspects that I will require access to on the day of the visit. To maximise the effectiveness of the visit please ensure access to all areas marked.

Please send your confirmation information to:

<u>IV email</u>

I look forward to seeing you. In the meantime if you have any queries please do not hesitate to contact me on the above addresses or telephone me on:

Access required to:	Mark (*)
Additional Management Systems and Physical Resources	
Documented evidence of any Additional Learning that learner may have (ALN)	
Timetables, schemes of work & lesson plans for all courses	
Assessment:	
Formative & summative assessment documentation	
Learner assessment lists/completed assessment documentation	
Learner tracking documents/registration/certification documents	
Learner portfolios complete/incomplete dependant on stage of learner	

Please make available the following in preparation for the scheduled IV Visit:	Mark (*)
Portfolios and Learners:	

The following portfolio's and/or learners should be made available at the visit:
(Delete as appropriate)

- All current portfolios (IV will identify those to be verified on arrival)
- Named Portfolios:

  _____

  _____

  _____

  _____

  _____

  _____

- Named learners:

  _____

  _____

  _____

  _____

  _____

  _____

Suggested Structure of the Visit:

Time	Activity	

Internal Verification Planning Letter for Assessor 2

Dear

I can confirm that I would like to visit you to perform Internal Verification on:

<u>Date:</u>

<u>Time:</u>

Would you kindly confirm that the visit date is convenient for you no later than <u>**2 weeks from date of this**</u>
<u>**letter**</u>
On the following page I have marked (*) all areas/aspects that I will require access to on the day of the visit. To maximise the effectiveness of the visit please ensure access to all areas marked.

Please send your confirmation information to:

<u>IV email</u>

I look forward to seeing you. In the meantime if you have any queries please do not hesitate to contact me on the above addresses or telephone me on:

Access required to:	Mark (*)
Additional Management Systems and Physical Resources	
Documented evidence of any Additional Learning that learner may have (ALN)	
Timetables, schemes of work & lesson plans for all courses	
Assessment:	
Formative & summative assessment documentation	
Learner assessment lists/completed assessment documentation	
Learner tracking documents/registration/certification documents	
Learner portfolios complete/incomplete dependant on stage of learner	

Please make available the following in preparation for the scheduled IV Visit:	Mark (*)
Portfolios and Learners:	
The following portfolio's and/or learners should be made available at the visit: (Delete as appropriate) • All current portfolios (IV will identify those to be verified on arrival) • Named Portfolios: • Named learners:	

Suggested Structure of the Visit:		
Time	**Activity**	

Unit 2 - Internally assure the quality of assessment

Primary Assessor Observation of the Trainee Internal Verifier

Observation of Assessment and Professional Discussion Form

Learner (Trainee IV) name:			
Primary assessor name:			
Assessor's signature:			
Did the trainee IV:		Yes	No
Carry out internal monitoring activities to quality requirements?			
Evaluate assessor expertise and competence in relation to the requirements of their role?			
Evaluate the planning and preparation of assessment processes?			
Determine whether assessment methods are fair, safe, valid and reliable?			
Compare assessor decisions to ensure they are consistent?			
Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment?			
Critically reflect on own practice in internally assuring the quality of assessment?			
Apply procedures for recording, storing and reporting information relating to internal quality assurance?			
Follow procedures to maintain confidentiality of internal quality assurance information?			

Overall feedback/development points (please ensure feedback is sufficiently detailed and relevant to the assessment criteria:

PASS/REFER

Professional Discussion	Trainee IV Responses
How do you apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare?	
How do you apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance?	
Learner (Trainee IV) signature:	
Date:	

Standardisation Activity Task

1. You must create a standardisation activity for a minimum of two assessors across one qualification.

Detail what the standardisation activity is:

2. Carry out your planned standardisation activity with a minimum of two assessors and provide evidence in your portfolio of how you ensured assessor decisions were consistent. The following are examples of the "types" of evidence that you could provide:
    • Clearly documented minutes of the activities and outcomes
    • DVD evidence of a standardisation activity
    • Voice file evidence of s standardisation activity

Continued Professional Development

Complete the Personal Development Plan (PDP) detailing how you will maintain the currency of your own expertise and competence in order to assess with best practice.

Date	Areas where I need to develop	Actions I need to take to achieve this	Objective (short, medium or long term)	Review date	Update on progress

Learner's name		Signature		Date	
Assessor's name		Signature		Date	
IV's name		Signature		Date	

Record of assessment and Individual Learning Plan

Learner's name

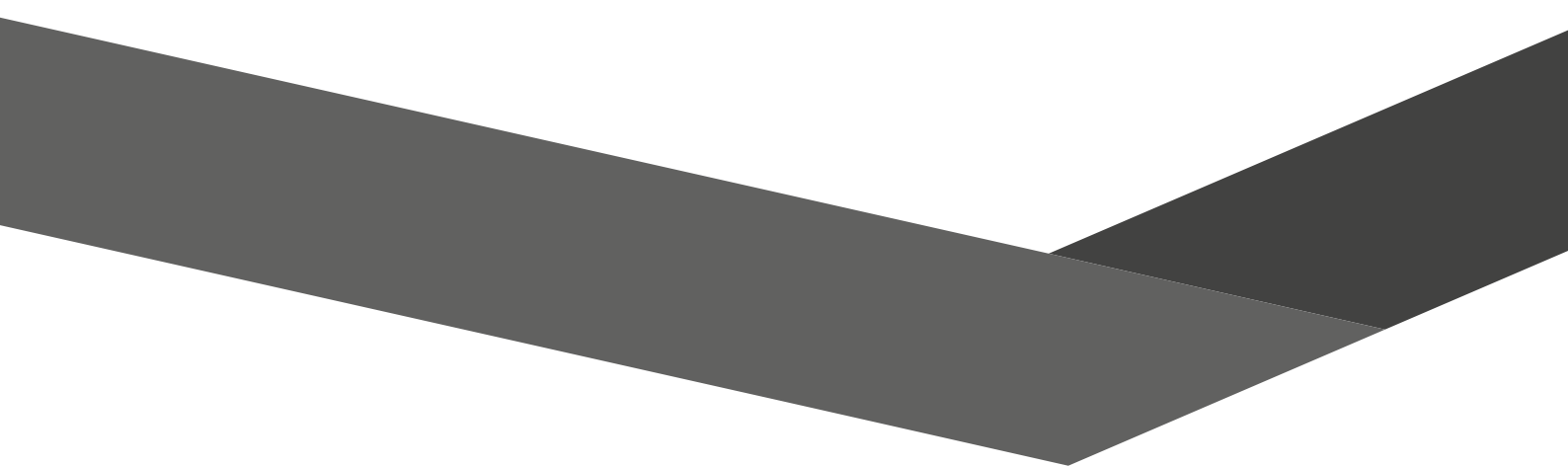Learner's signature

Centre's name

Stage of assessment	1st Assessment Pass/Refer/APA If using APA detail What evidence has been seen:	Additional Learning Support:	Assessor Signature And Date:	2nd Attempt Pass / Refer	Assessor Signature and Date:	3rd Attempt Pass/ Refer	Assessor Signature and Date:
Unit 1 Worksheet or Professional Discussion							
Unit 2 X2 IV sampling plan for 2 assessors							
Unit 2 Evidence of internal communication with assessors to plan IV visits							
Unit 2 Primary assessor live observation and professional discussion							
Unit 2 X4 IV reports with IV feedback to assessor and completion of PDPs (one report must be a live observation)							
Unit 2 X1 Standardisation activity							
Unit 2 Personal Development plan (PDP)							

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