

Assessment and Quality Assurance Policy

**Policy Adopted January 2012**

**Revised January 2016**

**Revised May 2020**

**Revised August 2022**

**Next revision date august 2024**

**Introduction**

NESWEC’s policy on assessment is to ensure that there are appropriate methods of assessment to meet students’ requirements

1. Ensure access and equality of opportunity whilst preserving the integrity of the qualification
2. Ensure there are no obstacles to demonstrating achievement
3. Provide on-going support to students, including those with particular requirements.

In order create and maintain good practice and fair assessment Core Tutors will:

1. Receive an induction into the principles of quality assurance and assessment and internal quality assurance procedures
2. Create assignments with regard to the equality and diversity of students, making sure that evidence can be produced in varied ways
3. Keep records of all assessment activities
4. Advise students of learning outcomes and assessment criteria and make sure that assignment plans are consistent with these
5. Ensure that there is periodic review of the assessment practice and procedures by the Core Tutors as an integral part of the programme review.

Internal Quality Assurance Policy

NESWEC has two Internal Quality Assurers (IQAs) who are responsible for Internal Quality Assurance. Internal Quality Assurance is a mandatory process that all Crossfield Institute approved centres must have in place in order to ensure that sufficient evidence of assessment exists, and that standards are being upheld.

The Internal Quality Assurance system ensures:

1. A forum for discussion of borderline cases
2. Reduction in level of direct external quality assurance (EQA)
3. Valid, reliable and consistent award of the qualification
4. Recorded assessment decisions which are appropriate, consistent, fair, transparent, standardised, sufficient and equitable
5. Clarity for students about assessment requirements
6. Effective preparation and presentation for external assessment
7. Tutor mentoring and networking and sharing of good practice

Crossfields Institute will design with each Centre a fit for purpose, holistic quality assurance and assessment procedure that is reasonable, effective and reduces the bureaucracy for assessors and students to a minimum whilst upholding the highest standards. The approach to Quality Assurance will be risk-based, where all Core Tutors will have their assessment decisions regularly sampled according to the sampling model designed by the Internal Quality Assurer (IQA).

All internal quality assurance records will be made available to the External Quality Assurer (EQA).

The internal quality assurance (IQA) process will be reviewed as part of the Programme Review at the end of the year and any changes/recommendations will be recorded.

The principle of NESWEC Internal Quality Assurance is that every student, every assignment and every assessor will be covered by the IQA sampling.

In practice this is what happens:

* For experienced assessors who are assessing assignments that have been assessed before and not substantially revised, two or three samples from the batch will be chosen for a formal final IQA.
* For new assessors and for assignments which are new or have been substantially revised, there will be an interim IQA for all the submissions of the batch, before the feedback is sent to the students, and a final formal IQA of two or three. Those chosen for the final IQA will generally be representative of the whole batch.
* Assessors are encouraged to approach the IQA with any questions that arise during assessment. They are asked to do this when a student fails to achieve all the assessment criteria attached to an assignment, before the feedback is sent to the students, and with the subsequent resubmissions which the student may make.
* This interim IQA support takes place through exchange of e-mails and phone calls. The final formal IQA report is recorded on a pro forma document.
* Most written assignments are available electronically for ease of access to assessors and IQA.