

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

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units.

For example, a professional discussion for the unit *Internally assure the quality of assessment (A/601/5321)* might also provide some evidence for the unit *Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)*. However, it is essential that evidence for the assessment criteria in each unit is also identified individually.

iCQ Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units.

For example, a professional discussion for the unit *Internally assure the quality of assessment (A/601/5321)* might also provide some evidence for the unit *Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)*. In the same way, evidence for the unit *Internally assure the quality of assessment (A/601/5321)* could also be used for the unit *Plan, allocate and monitor work in own area of responsibility (H/600/9674)*. However, it is essential that evidence for the assessment criteria in each unit is identified individually.

Unit: Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the internal quality assurance of assessment. All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding.

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Unit: Internally assure the quality of assessment (A/601/5321)

The aim of this unit is to assess the IQA trainee's performance in assuring the quality of assessment from within an organisation or assessment centre. All learning outcomes in this unit must be assessed using methods appropriate to the IQA include:

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

There must be valid, authentic and sufficient evidence for all the assessment criteria.

Holistic

assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Evidence must come from the IQA trainee's performance in the work environment.

There must be evidence of the IQA trainee monitoring a minimum of two assessors, each with a minimum of two trainees of their own, through components of a qualification.

Unit: Plan, allocate and monitor the quality of work in own area of responsibility (H/600/9674)

The aim of this unit is to assess performance when leading the work of a team of IQA staff who are responsible for the internal quality assurance within an organisation or assessment centre.

All learning outcomes in this unit must be assessed using methods appropriate to the IQA trainee's performance. These must include:

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

There must be valid, authentic and sufficient evidence for all the assessment criteria.

Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Evidence must come from performance in the work environment.

Quality assurance

A centre offering these qualifications must provide internal quality assurance to ensure that assessment meets all iCQ requirements and is standardised across individual assessors, assessment locations and learners. In addition, iCQ will ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

Requirements for assessors

All those who assess these qualifications must:

- already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment; or
 - Level 3 Certificate in Assessing Vocational Achievement; or
 - A1 Assess Candidate Performance Using a Range of Methods;
 - D32 Assess Candidate Performance *and* D33 Assess Candidate Using Differing Sources of Evidence; and
- show current evidence of continuing professional development in assessment and quality assurance.

Requirements for internal quality assurance

All those who are involved with the quality assurance of these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment; or
 - Level 3 Certificate in Assessing Vocational Achievement; or
 - A1 Assess Candidate Performance Using a Range of Methods;
 - D32 Assess Candidate Performance *and* D33 Assess Candidate Using Differing Sources of Evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
 - V1 Conduct Internal Quality Assurance of the Assessment Process; or
 - D34 Internally Verify the Assessment Process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Requirements for external quality assurance

All those who externally quality assure these qualifications must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment; or
 - Level 3 Certificate in Assessing Vocational Achievement; or
 - A1 Assess Candidate Performance Using a Range of Methods;
 - D32 Assess Candidate Performance *and* D33 Assess Candidate Using Differing Sources of Evidence
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Externally Assuring the Quality of Assessment Processes and Practice; or
 - Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice; or
 - V2 Conduct External Quality Assurance of the Assessment Process; or
 - D35 Externally Verify the Assessment Process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Best practice would suggest that external quality assurance staff should also hold an appropriate internal quality assurance qualification, either:

- Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
 - V1 Conduct Internal Quality Assurance of the Assessment Process; or
 - D34 Internally Verify the Assessment Process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Requirements for assessors and quality assurers of the unit: Plan, allocate and monitor work in own area of responsibility

Assessors and quality assurers must demonstrate that they:

- have credible expertise in management and leadership relevant to the level / unit they are assessing or quality assuring;
- keep themselves up-to-date with developments in management and leadership practice; and
- have a thorough understanding of the relevant NOS for Management and Leadership at the level / unit they are assessing or quality assuring

In addition, assessors and quality assurers must have:

- an accredited assessor and / or quality assurance qualification; or
- a related qualification in assessment and / or quality assurance that has been mapped to the NOS for assessment and quality assurance; or
- evidence of undertaking an employer assessment programme that has been mapped to the NOS for assessment and quality assurance

A qualified assessor must countersign the assessment decisions of unqualified assessors. The decisions of unqualified internal quality assurers must be similarly countersigned by a qualified quality assurer.