



Internal Quality Assurance (IQA) Policy

Atlas Star IT Centre

1. Introduction

The purpose of this Internal Quality Assurance (IQA) policy is to ensure the integrity, reliability, and fairness of assessments conducted at Atlas Star IT Centre. This policy outlines the procedures, responsibilities, and standards for IQA to maintain compliance with awarding body requirements and to promote continuous improvement in teaching, learning, and assessment practices.

2. Objectives

The primary objectives of IQA at Atlas Star IT Centre are:

- To ensure all assessments are valid, reliable, and meet regulatory requirements.
- To provide a structured system for monitoring and improving assessment practices.
- To support assessors through constructive feedback and professional development.
- To ensure learners receive fair and accurate results reflective of their achievements.

3. Scope

This policy applies to all qualifications offered at Atlas Star IT Centre and their assessment processes.

4. Roles and Responsibilities

- **Centre Manager:** Ensures compliance with awarding body requirements and overall IQA policy implementation.
- **Internal Quality Assurer (IQA):** Oversees the IQA process, including planning, sampling, and monitoring assessment activities. Provides feedback to assessors and ensures standardization.
- **Assessors:** Conduct fair and consistent assessments while adhering to assessment criteria and guidelines. Participate in standardization activities.



5. IQA Processes

5.1. Planning IQA Activities

The IQA will develop an annual plan that outlines the schedule for:

- Assessment sampling.
- Standardization meetings.
- Assessor observations.
- Feedback sessions.

5.2. Sampling Strategy

A robust sampling strategy ensures assessments are consistent and comply with awarding body standards. The sampling plan will include:

- **Vertical Sampling:** Reviewing assessments from different levels of achievement.
- **Horizontal Sampling:** Reviewing assessments across various units or modules.
- **Targeted Sampling:** Focusing on specific assessors, units, or high-risk areas identified during previous audits or evaluations.

5.3. Assessor Observations

The IQA will observe assessors at least once per term to evaluate assessment delivery. Observations will focus on:

- Application of assessment criteria.
- Engagement with learners.
- Feedback provided to learners.

5.4. Standardization

Regular standardization meetings will be held to ensure consistency across assessors. These meetings will:

- Discuss and clarify assessment criteria.
- Review and compare samples of marked work.
- Share best practices.

5.5. Feedback and Development

The IQA will provide assessors with constructive feedback based on observations, sampling outcomes, and learner feedback. Training and professional development opportunities will be recommended as needed.



5.6. Record Keeping

The IQA will maintain detailed records of all IQA activities, including sampling plans, observations, standardization meeting minutes, and assessor feedback. These records will be retained for at least five years.

6. Addressing Non-Conformance

Any issues identified during IQA activities will be addressed through a structured corrective action plan. This plan will outline:

- The nature of the issue.
- Actions required to resolve it.
- Deadlines for completion.
- Follow-up reviews to ensure compliance.

7. Continuous Improvement

The IQA policy will be reviewed annually to ensure its effectiveness and alignment with awarding body requirements. Feedback from assessors, learners, and external verifiers will inform updates to the policy.

8. Communication

The IQA policy will be communicated to all staff involved in assessment and teaching. New assessors will be briefed on IQA processes during their induction.

9. Monitoring and Reporting

The Director and IQA will regularly review IQA activities and outcomes. A summary report of IQA activities, including strengths, areas for improvement, and recommendations, will be submitted to the awarding body as required.

10. Policy Review

This policy will be reviewed annually or as required by changes in awarding body requirements, ensuring it remains fit for purpose.

This IQA policy serves as a framework to uphold the high standards of assessment at Atlas Star IT Centre, ensuring that all learners achieve fair and valid outcomes.