



# **STANDARISATION PROCEDURES**

The purpose of internal standardisation is to monitor standards and to ensure consistent and reliable assessment decisions across all staff, ensuring that all assessment requirements of the qualification are met.

Internal standardisation provides a system for checking the quality of assessment to make sure that it is:

- valid – relevant to the standards for which competence / attainment is claimed
- authentic – produced by the learners
- current – sufficiently recent for assessors to be confident that the learner still has the same level of skills or knowledge
- reliable - genuinely representative of the learner's knowledge and skills
- sufficient – meets all the requirements of the standards in full.

There are three stages of assessment where internal standardisation plays a vital role:

- The setting of assessments – including devising and/or modifying by centres
- The production of evidence and expectations
- Standardising centre staff assessment decisions. Internal standardisation should be an ongoing process; however, an internal standardisation process should include the following formal stages in the process:
  - Review of centre devised / modified assignments if relevant
  - Standardisation of assessment decisions
  - Sampling of assessment evidence
  - Review of assessment practices

In order to complete internal standardisation, two nominated members of staff at the centre take responsibility for the process, Amanda Flewitt (Internal Quality Assurer) and Benjamin Levy (Quality and Compliance Administrator).

For the purposes of these guidelines we will use the term 'internal quality assurer' (IQA). The role of the IQA is to:

- advise on interpretation of the standards, including feedback from previous assessment series (where relevant)
- co-ordinate assessment practice
- provide advice and support to centre assessors (staff who are assessing the qualification)
- monitor and observe assessment practice to ensure that all assessments are in line with the required standards
- make sure all centre assessors are assessing to the required standard
- sample assessments to confirm assessors' judgements
- make sure that all assessment decisions are fair, valid and reliable

- make sure feedback is given to all centre assessors and documented e.g. records of feedback
- suggest ways in which assessment may be brought into line to meet the required standards
- check that all units have been included in internal standardisation
- maintain assessment documentation • liaise with the EQA (External Quality Assurer)
- organise regular standardisation meetings / activities / events for the centre assessors
- provide feedback to centre assessors and identify development needs
- act as arbitrator for any disagreements in outcomes of assessments, including appeals.

<b>Reviewed by</b>	Compliance & Quality Assurance Administrator
<b>Reviewed</b>	Annually, before start of a new academic year
<b>Last Review</b>	05/06/2025
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**Reviewed: Signed:** B Levy..... **Date:** 05/06/25

**Benjamin Levy**  
**Compliance & Quality Assurance Administrator**