

# Qualification Specification

## External Quality Assurance of Assessment Processes and Practice

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## This qualification is regulated by Ofqual (England), Qualifications Wales (QW) and CCEA (Northern Ireland)

### STA Level 4 Award in the External Quality Assurance of Assessment Processes and Practice

Qualification Number: 601/4581/X

Credit Value: 12 Credits

#### Unit Structure

This qualification consists of 2 mandatory units

Unit Title	Code	Credit Value	Unit Level	GLH
Understanding the principles and practices of externally assuring the quality of assessment	F/601/5322	6	4	45
Externally assure the quality of assessment	J/601/5323	6	4	30

**Guided Learning Hours:** 75 Hours

**Total Qualification Time:** 120 Hours

#### QW Designation No:

C00/1060/0

## Introduction:

This qualification is for learners who are responsible for conducting external quality assurance activities in order to monitor and improve assessment and internal quality assurance within a assessment or training centre. The learner may be responsible for conducting centre visits and liaising with centres, sampling assessment and internal quality assurance evidence to ensure that the awarding organisation requirements are adhered to, interviewing learners, other witnesses and report writing.

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## Qualification Objective:

This qualification is intended for those who maintain the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

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## Target Learners

Learners enrolling on this qualification should already be working in an external quality assurance environment, as in order to meet the requirements for unit 2 learners must carry out external quality assurance visits on a minimum of two centres.

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## Progression

Experienced EQA's may wish to work towards mentoring and leading a team of EQA's in a lead EQA role.

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## Industry Standards

This qualification is based on the National Occupational Standard 'Externally monitor and maintain the quality of assessment.' It is assessed in line with The Education and Training Foundation assessment strategy.

## Entry Requirements

Whilst there are no formal entry requirements, learners working towards this qualification must be currently/or have access to the opportunity to at least two external centres to carry out quality assurance visits.

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## Any Other Requirements

Evidence must come from performance in the work environment. Simulation is not permitted.

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## Grading Format

Pass / Fail

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## Assessment Methods

In order to meet the requirements of this qualification learners are required to satisfactorily complete a range of written assignments. Learners are also required to plan, prepare, execute and evaluate a minimum of two external quality assurance visits, which shall be assessed through observation of practice and examining work products.

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## Tutor / Assessor Requirements

Requirements:

- Already hold the qualification they are assessing, or a recognised equivalent
- Hold a recognised assessing qualification
- Have experience of carrying out quality assurance for a minimum of two assessors
- Have up to date working knowledge and experience of best practice in assessment and quality assurance
- Show current evidence of continuing professional development in assessment and quality assurance.

## **IQA Requirements**

All those responsible for Internal Quality Assurance of this qualification must:

- Have up to date working knowledge and experience of best practice in assessment and quality assurance
  - Hold a recognised assessor qualification
  - Hold a recognised internal quality assurance qualification.
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## **Resource Requirements**

Learners must have access to two centres, in order to carry out quality assurance visits.

## Unit Specification

Unit Title	Understanding the principles and practices of externally assuring the quality of assessment
Unit Aim	The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the external quality assurance of assessment
Learning Outcomes	Assessment Criteria
1. Understand the context and principles of external quality assurance	1.1 Analyse the functions of external quality assurance of assessment in learning and development 1.2 Evaluate the key concepts and principles of external quality assurance of assessment 1.3 Evaluate the roles of practitioners involved in the quality assurance process 1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice
2. Understand how to plan the external quality assurance of assessment	2.1 Evaluate the importance of planning and preparing external quality assurance activities 2.2 Explain what an external quality assurance plan should contain 2.3 Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> <li>• Information collection</li> <li>• Communications</li> <li>• Administrative arrangements; and</li> <li>• Resources</li> </ul> 2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards.
3. Understand how to externally evaluate the quality of assessment and internal quality assurance	3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices 3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices 3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology
4. Understand how to externally maintain and improve the quality of assessment	4.1 Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment 4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment 4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements 4.4 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment.
5. Understand how to manage information relevant to external quality assurance	5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance.
6. Understand the legal and good practice requirements relating to external quality assurance	6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare 6.2 Critically compare different ways in which technology can contribute to external quality assurance 6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment 6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance.

## Unit Specification

Unit Title	Externally assure the quality of assessment
Unit Aim	The aim of this unit is to assess performance in assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.
Learning Outcomes	Assessment Criteria
1. Be able to plan the external quality assurance of assessment	1.1 Plan procedures for the external quality assurance of assessment 1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned 1.3 Ensure arrangements and resources are in place for external monitoring and evaluation
2. Be able to externally evaluate internal quality assurance and assessment	2.1 Carry out monitoring activities to quality requirements 2.2 Evaluate the quality of internal quality assurance systems 2.3 Evaluate the quality of internal administrative arrangements 2.4 Evaluate the quality of internal staffing and internal staff expertise and competence 2.5 Determine whether assessment arrangements, methods and decisions meet the quality requirements.
3. Be able to maintain and improve internal quality assurance processes	3.1 Provide staff with feedback, advice and support which help them maintain and improve quality of assessment 3.2 Apply procedures for the standardisation of assessment practices and outcomes
4. Be able to manage information relevant to the external quality assurance of assessment	4.1 Apply procedures for recording, storing, reporting information relating to external quality assurance 4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance
5. Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment	5.1 Apply policies, procedures and legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare 5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment 5.3 Critically reflect on own practice in externally assuring the quality of assessment 5.4 Maintain the currency of own expertise and competence as relevant to external quality assurance.