Internal Quality Assurance (IQA) Policy

Policy Owner: Cubitt Education Ltd
Approved by: Sadie Walters
Date: 04.08.2025
Review Date: 04.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to ensuring that all assessment decisions are valid, reliable, consistent, and fair, meeting the requirements of awarding organisations, apprenticeship assessment plans, and internal quality standards.

Our Internal Quality Assurance (IQA) processes support:

- Compliance with awarding body and regulatory requirements.
- High-quality assessment that supports learner achievement.
- Continuous improvement in teaching, learning, and assessment practice.

This policy applies to all qualifications, apprenticeships, and CPD programmes we deliver, whether assessment is conducted in-person or online.

2. Purpose of IQA

The purpose of Internal Quality Assurance is to:

- Verify that assessment decisions meet the required standards.
- Monitor the consistency and accuracy of assessor judgements.
- Support assessor development through feedback and standardisation.
- Ensure compliance with the requirements of awarding bodies, Ofqual, and the ESFA.
- Maintain learner confidence in the fairness and integrity of assessment decisions.

3. Scope

This policy covers:

- All assessors, trainers, and tutors.

- All forms of assessment — formative, summative, practical, written, oral, and online.
- All qualification types — apprenticeships, regulated teaching/training qualifications, and CPD training with assessment components.

4. IQA Principles

Our IQA process ensures that:

- Assessments are fair, valid, authentic, reliable, and sufficient.
- Assessors apply standards consistently across learners and over time.
- Feedback to assessors is constructive, timely, and developmental.
- Sampling covers different assessors, assessment methods, and units.
- IQA records are maintained to provide a clear audit trail.

5. IQA Roles and Responsibilities

Lead IQA

- Oversee the organisation's IQA strategy and sampling plan.
- Ensure compliance with awarding organisation and EPAO requirements.
- Coordinate standardisation meetings.
- Support and mentor assessors.

Internal Quality Assurers

- Conduct planned and interim sampling of assessment decisions.
- Observe assessor practice in live assessments.
- Provide feedback and identify training needs.
- Maintain IQA records and sampling documentation.

Assessors

- Conduct fair and consistent assessments.
- Provide timely feedback to learners.
- Maintain accurate records of learner progress and achievement.
- Engage with IQA feedback and CPD activities.

6. IQA Process

6.1 Planning

- Create an annual IQA Sampling Plan that ensures coverage of:
    - All assessors (including new assessors more frequently).
    - All types of assessment methods used.
    - A range of learners and units/modules.
    - Both formative and summative assessments.

6.2 Sampling

- **Interim Sampling:** Review of assessment decisions during delivery to identify issues early.
- **Final Sampling:** Review of completed assessment decisions before claiming certification.
- **Thematic Sampling:** Targeted sampling based on risk areas or changes in delivery.

6.3 Observation of Assessment Practice

- IQAs will observe assessors carrying out assessment activities at least once per year.
- Observations will cover in-person, online, or blended assessments as relevant.

6.4 Standardisation

- Hold regular standardisation meetings to:
    - Compare assessment decisions against standards.
    - Share best practice.
    - Update assessors on awarding body requirements.
    - Review changes in legislation or qualification specifications.

6.5 Feedback and Assessor Support

- Provide written and verbal feedback after sampling or observation.
- Agree actions for improvement and set timescales for completion.
- Provide CPD and training to address development needs.

7. IQA Records

The following records will be maintained:

- IQA Sampling Plans.
- IQA Sampling Records.
- Standardisation Meeting Records.
- Assessor Observation Reports.
- Action Plans for assessor development.
- Appeals and complaints relating to assessment decisions.

All records will be retained for at least 3 years and stored securely in line with the Data Protection & GDPR Policy.

8. Appeals and Malpractice

- Learners have the right to appeal assessment decisions in line with the Complaints and Appeals Policy.
- Any suspected malpractice or maladministration will be investigated following the Malpractice Policy.

9. CPD and Assessor Development

- Assessors and IQAs will engage in regular CPD to maintain occupational competence.
- CPD records will be reviewed during annual performance reviews.

10. Review and Continuous Improvement

- IQA processes will be reviewed annually as part of the Quality Cycle.
- Feedback from learners, assessors, awarding bodies, and employers will be used to enhance IQA practices.

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