

# Internal Quality Assurance (IQA) Strategy

Choreographytogo Ltd

## Introduction

At Choreographytogo Ltd, it is our policy to ensure that all assessors and Internal Verifiers (IQA) are fully trained and qualified to support learners in achieving their qualifications. A comprehensive and practical Internal Quality Assurance Strategy is essential for ensuring that all aspects of IQA are performed effectively and meet the standards required by the awarding organisation. The three main responsibilities of the IQA are:

- Verifying assessments
  - Supporting and developing assessors
  - Managing the overall quality of delivery
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## 1. Verifying Assessment

Ensuring the quality of assessments is maintained through:

- **Sampling assessments**
  - **Monitoring assessment practice**
  - **Standardising assessment judgements**
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## Sampling Assessments

The IQA does not reassess learner evidence but evaluates how assessors have reached their decisions. This process involves checking that the evidence is:

- Valid
- Authentic
- Reliable
- Current
- Sufficient

Sampling takes place throughout the assessment process, not just at the end of a unit or qualification. The extent of sampling depends on various factors, such as the assessor's experience, the learner's needs, and whether any reasonable adjustments have been made. Sampling will cover all units of a qualification and will include assessment plans, review meeting notes, final assessment reports, and other records.

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## Monitoring Assessment Practice

The IQA may observe "live" assessments when possible and provide feedback to assessors on their performance based on the assessor standards. In addition, learner interviews will be conducted at the end of programmes via an online survey. These activities aim to:

- Ensure adherence to assessing standards
  - Identify development areas for assessors
  - Confirm that learners are satisfied with the assessment process
  - Verify that learners with additional needs or reasonable adjustments have been adequately supported
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### **Standardising Assessment Judgements**

To ensure consistency in assessment judgements, the assessment team, including the IQA, will participate in standardisation exercises. These exercises, held annually, may involve:

- Assessing the same piece of evidence as a group to ensure consistency
  - Discussing the standards to achieve a common understanding
  - Reviewing assessment records
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## **2. Developing and Supporting Assessors**

The IQA is responsible for guiding and supporting assessors to ensure their continuous professional development (CPD). New assessors will receive an induction covering the qualification, assessment standards, and relevant documentation. The IQA will ensure that assessors have the latest standards and syllabuses, providing guidance when changes occur or following an External Verifier visit.

Copies of certificates and CPD records for each assessor will be centrally maintained and regularly reviewed by the IQA.

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## **3. Managing the Quality of Delivery**

The IQA acts as the liaison between the centre and the awarding organisation. While daily administrative tasks are handled by the centre contact, the IQA is ultimately responsible for ensuring that all communications from the awarding organisation are passed on to assessors.

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## **4. Proposed Rationale for Grading Assessors and Tutors**

Assessors and tutors are graded as follows based on sampling, assessment methods, and standardisation participation:

<b>Grading</b>	<b>Green Tutor/Assessor</b>	<b>Amber Tutor/Assessor</b>	<b>Red Tutor/Assessor</b>
<b>Learners</b>	40-50% of learners sampled at formative and summative stages if applicable.	50-70% of learners sampled at formative and summative stages.	70-100% of learners sampled at formative and summative stages.
<b>Assessment Methods</b>	At least 2 assessment methods sampled across the course.	At least 2 assessment methods sampled across the course.	All assessment methods sampled across the course.
<b>Standardisation</b>	Participation in all C2GO standardisation exercises.	Participation in all C2GO standardisation exercises.	Participation in all C2GO standardisation exercises.
<b>Sampling Plans</b>	Sampling plans must reflect the rationale of the grading and appropriate quantity.	Sampling plans must reflect the rationale of the grading and appropriate quantity.	Sampling plans must reflect the rationale of the grading and appropriate quantity.
<b>Records</b>	Planning, assessment, and feedback records verified. Monitoring of programme forms, registrations, and certificate claims processed to Active IQ requirements.	Same as Green.	Same as Green.
<b>Assessor/Tutor CPD</b>	Up-to-date CVs/certificates, PDP, and CPD records maintained and checked annually by IQA.	Same as Green.	Same as Green.
<b>Observation of Assessors</b>	Assessor observed during live assessments according to the sampling plan, or monitored via online assessments/practical video feedback.	50-70% of live assessments observed when applicable.	70-100% of live assessments observed when applicable.
<b>Interview of Learners</b>	Learners complete an online survey at the end of the course.	Same as Green.	Same as Green.

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## **5. Observation of Assessors**

Assessors are observed conducting live assessments according to the IV sampling plan. If live assessments are not possible, online assessments and feedback for practical video submissions are reviewed.

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## **6. Conclusion**

This strategy outlines Choreographytogo Ltd's commitment to maintaining the highest standards in the delivery, assessment, and internal quality assurance of qualifications. By following this policy, we ensure a fair, reliable, and consistent approach that benefits both learners and assessors while upholding the standards set by awarding organisations.

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