



Internal Quality Assurance Sampling Strategy

Introduction

These arrangements are in place to quality assure and improve the assessment of qualifications. The objective of these arrangements is to ensure that all assessment is fair, consistent and meets Awarding Bodies and national requirements. This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time.

This document is applicable to everybody involved in the management, administration, training, assessment and internal quality assurance of any qualification delivered within the breadth of this centre's activities.

For qualifications where, because of the size or geographic spread of assessments, more than one internal quality assurer (IQA) is required to ensure the quality, an IQA Team is established. Where an IQA Team is required, one IQA is identified and allocated to take on the role of a 'Lead IQA', ensuring that the internal quality assurance strategy and sampling plans are effectively established, implemented and maintained by the IQA Team. Where only one IQA is needed to cover the centre's activities for a specific qualification, the IQA is responsible for establishing the IQA sampling strategy, sampling plan and subsequent implementation.

The Sampling Strategy rules

Two forms of sampling will be carried out to ensure that quality assurance is maintained. These are:

- I. **Interim sampling:** dipping into the assessment process whilst the learner is at different stages. This ensures that the assessment of the learner is proceeding satisfactorily following the principles of plan, judge and feedback.
- II. **Summative sampling:** involves the Internal Quality Assurer reviewing the quality of the assessment decisions by the Assessor. The IQA should be able to follow an audit trail, which clearly demonstrates that the Assessor has checked the validity, authenticity, reliability, currency, and sufficiency of the evidence presented.

The IQA must record and report all sampling undertaken in sufficient detail to be able to justify the decision made. IQA reports will be produced for all sampling and must be signed by both the Assessor and IQA.

Sampling plans must include sampling of all types of:

1. Learner
2. Assessors
3. Methods of assessment
4. Evidence or Elements
5. Records
6. Assessment sites

A sampling plan will be maintained for all samplings planned and conducted showing the following information:

1. Learner name
2. Qualification Title
3. Registration number
4. Start date
5. Planned end date
6. Planned interim sampling updated to show actual sampling undertaken including unit number and type of assessment sampled
7. Planned summative sampling updated to show actual sampling undertaken including unit number and type of assessment sampled

Sampling plans should incorporate a risk-based approach, based on a traffic light system:

Risk level	Experience level
RED	New or newly qualified tutor/assessor
AMBER	Tutor/Assessor with some outstanding actions or development plans to complete
GREEN	Tutor with experience and no outstanding actions to complete

Sampling Rates

Different rates for sampling will be adopted dependent on the experience of the Assessor delivering the qualification or unit they have been assigned to as follows:

Category	Recommended Activity
New Awarding Body, new qualification or new delivery plan	100% sampling rate - to include interim and/or summative sampling of all learners and all units within the cohort* or batch** - for minimum of 5 consecutive samplings with no cause for concern
	Assessor observation every 3-months ¹
Newly qualified Assessors or Assessors new to the centre or those Assessors who are continually falling short of the standard required	100% sampling rate - to include interim and/or summative sampling of all learners and all units within the cohort* or batch** - for minimum of 5 consecutive samplings with no cause for concern
	Assessor observation every 3 months ¹
Assessors who are experienced with the qualification or unit they have been assigned to, and continually meet the standard required	Average 25% sampling rate across learners and/or units - to include a minimum of 2 samplings per unit per cohort* or batch** - to include random dip sampling of all work not included in the 25% sampling plan
	Assessor observation every 12-months ¹

*cohort definition = learners in same learning group

**batch definition = learners undertaking same learning aim with same tutor within a specific academic year

¹depending upon delivery frequency

The rates above are for guidance only and may be subject to change, for instance:

1. Where the sampling strategy of the Awarding Organisation overrides that of the centre due to the risk rating or actions resulting from monitoring activities.
2. Where a contractual requirement requires additional sampling to take place.
3. Where it is clear that there is a concern regarding a specific unit/s within a cohort/batch where the majority of the units show no reason for concern

It is recommended that the sampling strategy covers the following approach:

CAMERA is an acronym for the sampling strategy

C - Candidates or learners

Sampling must cover gender, and employed full or part time and special arrangements, all referrals.

A - Assessors

Sampling will cover all assessors taking into account a higher risk of new assessors or feedback from External Quality Assurance (EQA) reports, across all assessment sites, occupational and qualification, experience, evidence of countersigning of unqualified Assessors where this is a requirement.

M - Methods of assessment

Sampling will cover all qualifications and programmes delivered; units' assessments, a higher percentage if the method of assessment has been adjusted in terms of agreed flexible assessment method, questioning, observation, professional discussion, Q/A, product evidence or evidence of Recognition of Prior Learning (RPL).

E - Evidence types

Written confirmation that evidence/assignments are valid, authentic, current, sufficient, plus a focus on any special requirements.

R - Records

All documents relating to assessments and assessor feedback to learners.

A - Assessment locations

Across different assessment locations, main centre location and satellite centres. Interim sampling must be built into the plan and will occur at both the early and middle stages of qualification assessment. Interim sampling enables formative assessment and identifies inconsistency or issues at an early stage for corrective action. Summative sampling will occur at the end of the qualification assessment.

Sampling Methodology

- Portfolio: Close inspection that the standards have been claimed appropriately and full portfolio audit
- Audit: General sweep across the portfolio to ensure competency has been shown over time and all processes have been met
- Monitoring calls or visits to learners to confirm Learners' understanding of, and progress on, their qualification, the Appeals Procedure, Involvement in planning and feedback, Health and Safety, Equal opportunities, British Value and other current themes.

The IQA will carry out the first sampling session within six weeks of the assessor having been given their allocation of learners (for courses of >6 weeks duration).

The Assessor is responsible for ensuring that the portfolio is ready before it is presented for verification. If a portfolio is not presented at the agreed date, the Assessor must liaise with the IQA in order to agree another date.

The IQA must update the sampling plan and complete the IQA report for each of the candidates that have been verified. A copy of the IQA report will be passed to the respective Assessor and copied for the IQA file.

Actions should be defined and categorised as follows:

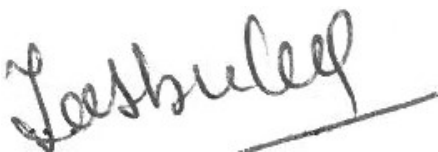
Immediate Action Points

Outstanding details

Development points / Things to consider in future portfolios

The Assessor will pass on decisions to the candidate as soon as this is possible as well as support with any additional evidence that may be required

Declaration: I will review and revise this strategy as necessary and at regular intervals:



Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 13 January 2023