

<b>Unit Title:</b>	<b>Understanding the principles and practices of externally assuring the quality of assessment</b>
OCR unit number	1
Sector unit number	6
Level:	4
Credit value:	6
Guided learning hours:	45

## Unit purpose and aim

The aim of this unit is to assess the knowledge and understanding a learning and development practitioner requires for the external quality assurance of assessment.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1. Understand the context and principles of external quality assurance</p>	<p><b>The Learner can:</b></p> <p>1.1 Analyse the functions of external quality assurance of assessment in learning and development</p> <p>1.2 Evaluate the key concepts and principles of external quality assurance of assessment</p> <p>1.3 Evaluate the roles of practitioners involved in the quality assurance process</p> <p>1.4 Explain the regulations and requirements for</p>	<p><b>The Learner may consider:</b></p> <p>The purpose of external quality assurance. What it measures and why. What standards must be achieved and why. Relevant regulatory requirements</p> <p>Options for quality assuring different types of Centre. Awarding Body requirements. Regulatory requirements. Different types of qualifications and their assessment strategies</p> <p>The roles of:</p> <ul style="list-style-type: none"> <li>• Assessors</li> <li>• IQA Personnel</li> <li>• EQA personnel</li> <li>• Standard setting bodies</li> <li>• Awarding Bodies</li> <li>• Regulators</li> </ul> <p>NVQ Code of Practice 2006</p>

	external and internal quality assurance in own area of practice	QCF Regulatory Framework Awarding Body requirements
2. Understand how to plan the external quality assurance of assessment	<p>2.1 Evaluate the importance of planning and preparing external quality assurance activities</p> <p>2.2 Explain what an external quality assurance plan should contain</p> <p>2.3 Summarise the preparations that need to be made for external quality assurance activities, including:</p> <ul style="list-style-type: none"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul> <p>2.4 Explain how to adapt</p>	<p>The value of external quality assurance.</p> <p>The timing of quality assurance to achieve the desired outcomes.</p> <p>Different methods of QA and when they are appropriate.</p> <p>Who needs to be informed of plans and why.</p> <p>Awarding Body requirements.</p> <p>Timescales.</p> <p>What is to be reviewed and how.</p> <p>Who will be involved.</p> <p>Qualifications/units assessed.</p> <p>Assessment and quality assurance personnel.</p> <p>Candidate groups.</p> <p>Assessment sites.</p> <p>Assessment methods</p> <p>Awarding Body and regulatory requirements</p> <p>What information is required.</p> <p>Who needs to be informed.</p> <p>Regulatory requirements</p> <p>Awarding Body requirements.</p> <p>How outcomes will be recorded.</p> <p>Realistic timebound plan.</p> <p>Different types of Centre</p>

	external monitoring and evaluation approaches to meet customer need without compromising quality standards	Differing requirements of different qualifications. How to gauge the level of risk posed by any issues
3. Understand how to externally evaluate the quality of assessment and internal quality assurance	<p>3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices</p> <p>3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices</p> <p>3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology</p>	<p>NVQ Code of Practice 2006. QCF Regulatory Framework. Assessment strategies. Awarding Body requirements Others</p> <p>How to relate the requirements to practice. How to apply the requirements safely and fairly.</p> <p>External Verification External Moderation Electronic portfolios Internet Others</p>
4. Understand how to externally maintain and improve the quality of assessment	<p>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</p> <p>4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment</p> <p>4.3 Explain the importance of providing feedback,</p>	<p>How to give constructive feedback. How to create clear action plans with SMART objectives. How to explain complex regulations and requirements. Sharing good practice. How to apply relevant sanction where appropriate.</p> <p>Comparing practice to that of others. Appropriate and relevant CPD activities.</p> <p>Consistency</p>

	<p>support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements</p> <p>4.4 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment</p>	<p>Fairness Accuracy Equality</p> <p>Awarding Body requirements Regulatory requirements</p>
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	Options for safe and secure storage of information in different environments and the potential risks. Data Protection Confidentiality
6. Understand the legal and good practice requirements relating to external quality assurance	<p>6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare</p> <p>6.2 Critically compare different ways in which technology can contribute to external quality assurance</p> <p>6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment</p> <p>6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance</p>	<p>Data Protection Safeguarding Equality of opportunity Diversity Health and Safety Awarding Body requirements Regulatory requirements</p> <p>Software packages Electronic portfolios Internet</p> <p>What the requirements are. How they apply to EQA. How they can be used to ensure fairness and consistency.</p> <p>What standards of performance are required. Ways of obtaining feedback on performance.</p>

		How to identify gaps in knowledge or skill levels that need to be addressed and how to do this. Examples of learning that have been applied to develop practice.
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## Assessment

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The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the external quality assurance of assessment.

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding.

## Evidence requirements

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There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one assessment criterion.

## National Occupational Standards (NOS) mapping/signposting

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### LLUK Standard 12 Externally monitor and maintain the quality of assessment

NOS can viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

## Functional skills signposting

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This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) .