

Unit Title:	Externally assure the quality of assessment
OCR unit number	2
Sector unit number	7
Level:	4
Credit value:	6
Guided learning hours:	30

Unit purpose and aim

The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the external quality assurance of assessment – usually an external verifier.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Be able to plan the external quality assurance of assessment</p>	<p>The Learner can:</p> <p>1.1 Plan procedures for the external quality assurance of assessment</p> <p>1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned</p> <p>1.3 Ensure arrangements and resources are in place for external monitoring and</p>	<p>The Learner may provide examples of:</p> <p>Forward plans with timescales including:</p> <ul style="list-style-type: none"> • All qualifications/units • All Assessors • All IQA personnel • All candidate groups • All assessment sites • All assessment methods • All stages of assessment • Reviewing IQA practices and outcomes <p>What needs to be communicated, how, when and to whom</p> <p>Providing EQA plans to centres and confirming arrangements. Organising documentation</p>

	evaluation	required including qualification specifications, assessment strategies. Awarding Body requirements. Regulatory requirements.
2. Be able to externally evaluate internal quality assurance and assessment	<p>2.1 Carry out monitoring activities to quality requirements</p> <p>2.2 Evaluate the quality of internal quality assurance systems</p> <p>2.3 Evaluate the quality of internal administrative arrangements</p> <p>2.4 Evaluate the quality of internal staffing and internal staff expertise and competence</p>	<p>Records of activities undertaken including:</p> <ul style="list-style-type: none"> • Visits • Observation of assessment practice • Sampling of assessment decisions and evidence • Reviewing assessment methods used • Reviewing quality assurance arrangements • Interviewing Assessors, IQA personnel, candidates • Reviewing occupational competence requirements of assessment and IQA personnel • Reviewing policies and procedures • Others <p>Comparing practice of IQA personnel against</p> <ul style="list-style-type: none"> • Awarding Body and Regulatory requirements • Assessment strategy <p>Reviewing records maintained and comparing to requirements</p> <p>Interviewing IQA staff. Reviewing CVs, CPD records and qualifications held against requirements against assessment strategy and regulatory requirements</p>

	2.5 Determine whether assessment arrangements, methods and decisions meet quality requirements	Assessing findings against <ul style="list-style-type: none"> • Awarding Body and Regulatory requirements • Assessment strategy
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 the quality of assessment 3.2 Apply procedures for the standardisation of assessment practices and outcomes	Giving constructive feedback. Advising on assessment methods, IQA practices, CPD opportunities. Action planning and objective setting. Explaining complex regulations and requirements. Sharing good practice. Applying relevant sanction where appropriate
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	How information is stored securely and safely. How confidentiality of information is managed. How information is used. Reports to Awarding Body. The application of: <ul style="list-style-type: none"> • Data Protection • Confidentiality • Awarding Body and Regulatory requirements
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	The application of: <ul style="list-style-type: none"> • Data Protection • Safeguarding • Equality of opportunity • Diversity • Health and Safety • Awarding Body requirements • Regulatory requirements

	<p>5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment</p> <p>5.3 Critically reflect on own practice in externally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence as relevant to external quality assurance</p>	<p>What the requirements are and how they have been applied to EQA</p> <p>Records of</p> <ul style="list-style-type: none"> • Reviewing actual against expected outcomes • Analysing strengths and weaknesses • Obtaining feedback from others • Adapting practice as required <p>Records of activities undertaken</p> <ul style="list-style-type: none"> • Training courses • Appraisals • Personal development log • Other relevant activity
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Assessment

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.

All learning outcomes in this unit must be assessed using methods appropriate to the candidate EQA's performance. These must include:

- observation of performance
- examining products of work
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Evidence requirements

Evidence must come from performance in the work environment. There must be evidence of carrying out at least two external centre visits, including the preparation for and actions after the actual visit itself.

National Occupational Standards (NOS) mapping/signposting

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.

Functional skills signposting

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

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.