

## Internal Quality Assurance Policy

### Internal Quality Assurance Policy Aim:

- To ensure that internal quality assurance is valid, reliable and covers all assessors and qualification or programme activity.
- To ensure that the internal quality assurance procedure is open, fair and free from bias.
- To ensure that there is an accurate recording of internal quality assurance decisions.

### In order to do this, Crossfields Institute will:

- ensure centre staff meet the requirements for the internal quality assurance process
- ensure effective internal quality assurer (IQA) roles are defined, maintained and supported
- ensure that all centre assessment methods are verified as fit for purpose.
- ensure internal quality assurance is promoted as a developmental process
- ensure that an appropriately structured sample of assessor work from all programmes and/or qualifications is sampled to ensure that standards are consistently met.
- ensure that an annual internal quality assurance schedule is planned, followed and reviewed, linked to assessment plans.
- ensure that centres define, maintain, and support effective internal quality assurance roles.
- ensure that identified staff maintain secure records of all internal quality assurance activity.
- provide consistent and standardised internal quality assurance documentation
- use the outcome of internal quality assurance standardisation to enhance future assessment practice.

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