Exams: Internal Quality Assurance Policy

Henry David Learning

Woodfield School

August 2026 – August 207

Amendments made: August 2026

Review due August 2027

Reviewed by: Lynsey O'Keeffe

Signed off by Proprietary Body

Statement:
Woodfield School is committed to maintaining high standards in teaching, learning, assessment and quality assurance. Internal Quality Assurance (IQA) is an integral part of the school's quality management system and supports continuous improvement, consistency of assessment decisions and compliance with awarding organisation requirements.

The document is applicable to everybody involved in the management, administration, training, assessment and Internal Quality Assurance (IQA) of any qualifications delivered within the breadth of Woodfield School activities.

This policy should be read in conjunction with:

- Fair Assessment Policy
- Learner Identification Policy
- Learner Support Policy
- Reasonable Adjustments and Special Consideration Policy
- Malpractice and Maladministration Policy
- Recognition of Prior Learning Policy
- Teaching and Learning Policy
- Continuous Improvement Policy

Purpose:
The purpose of the Quality Assurance Policy is to ensure continuous improvement through a process of self-evaluation and action planning. The Quality Assurance Policy and associated procedures will involve all employees, and especially employees involved in the delivery and assessment of external qualifications such as NOCN.
Line managers will initiate procedures within their teams and collate and agree action plans which will help form both individual and whole school development plans.
As a school, we will ensure

- the effective management of assessment
- consistency and validity of the verification processes
- effective support of assessment and verification of personnel
- the quality assurance of outcomes of assessment are in line with the Awarding Body and National Requirements.

Internal Qualification Assurance Objectives:
The objectives of Internal Quality Assurance (IQA) fulfil a variety of quality assurance considerations.

The list below outlines internal quality assurance objectives, which ensure that Woodfield School:

- Operates from this established quality assurance policy and related procedure which are consistently reviewed.
- Provides an effective induction for all members of the assessment and verification team as required.
- Ensures effective appraisal and continued professional development for all members of the assessment and verification teams.
- Ensures quality and diversity is embedded throughout the internal quality assurance and assessment activities.
- Ensures quality via accurate and effective assessment of all learners.
- Monitors and ensures consistency of assessment outcomes via appropriate interpretation of NOCN specific qualifications and /or national requirements.
- Reviews and evaluates the quality and consistency of assessment at different stages of the assessment process.
- Maintains accurate and current records of internal quality assurance.
- Standardises all components of assessment where appropriate.
- Carries out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by the awarding organisation and their moderation staff (Including external verifier) are complied with.

Process:
The school has an annual programme of Internal Quality Assurance (IQA) activities. Wherever appropriate, these procedures promote the identification of quality standards and performance indicators against which performance can be measured, evaluated and improved.
Internal Quality Assurance activities may include:

- assessment sampling;
- observation of assessment practice;
- standardisation meetings;
- learner interviews;
- review of assessment records;
- observation of teaching and learning where appropriate;
- review of Internal Quality Assurance records;
- review of action plans arising from previous IQA activity;
- feedback from learners, staff and External Quality Assurers.

Responsibility for Implementation:
All staff (leaders, trainers and support staff) are responsible for the implementation of the Quality Assurance Policy.
It is the responsibility of all staff to engage positively in the review and to ensure implementation of changes to further improve our provision.

Actions:
The outcomes of IQA activities will be used to:

- identify good practice;
- identify assessor development needs;
- inform CPD;
- improve assessment practice;
- ensure consistency of assessment decisions;
- inform the School Development Plan;
- monitor completion of corrective actions;
- respond to EQA recommendations.

External Quality Assurance:
Woodfield School will cooperate fully with External Quality Assurance activities and will implement recommendations arising from EQA reports through action planning and continuous improvement processes.

Roles and Responsibilities:

Role	**Responsibility**
Principal	Overall responsibility
Internal Quality Assurer	Plans and conducts IQA activities
Assessors	Produce accurate assessment decisions
Exams Officer	Supports qualification administration
Teachers	Implement assessment procedures
External Quality Assurer	Provides external oversight

Key audit dates
SCR and CPOMS monitoring take place every half term
Learning walks and lesson observations take place each half term

Some of the audits scheduled below with take place with external verification so we can continuously evolve our practice.

Autumn 1	**Autumn 2**	**Spring 1**	**Spring 2**	**Summer 1**	**Summer 2**
ISS Safeguarding	Behaviour and attitudes	ISS Personal development	Leadership and Management	ISS	Curriculum

Review:
This policy will be reviewed on an annual basis by the IQA and principal. The date of the next review is August 2027.