

## About This Handout

This handout is designed for use by **IQA Verifiers** as a delegate resource. It covers the key knowledge areas, legislation, and practical skills required for the course. Delegates may retain this handout for future reference.

## Learning Outcomes

By the end of this course, delegates will be able to:

- Understand the principles and practices of internal quality assurance
- Plan and carry out internal quality assurance of assessment
- Make and communicate internal quality assurance decisions
- Maintain legal and good practice requirements in IQA
- Support and develop assessors through IQA activities

## Key Legislation & Standards

- Equality Act 2010
- Data Protection Act 2018
- Ofqual General Conditions of Recognition
- Awarding Organisation Regulations

## Core Knowledge — IQA Verifier

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### **The IQA Role**

The IQA is responsible for monitoring and improving assessment practice within their organisation. They sample assessment decisions, observe assessors, facilitate standardisation, and provide feedback to ensure consistent and fair assessment.

### **Sampling Strategies**

Effective sampling is risk-based. New assessors, complex units, and areas of previous concern should receive higher sampling rates. The sampling plan should be documented and reviewed regularly.

### **Supporting Assessors**

IQAs play a key role in assessor development. Constructive feedback, regular standardisation activities, and professional development opportunities help assessors improve their practice and maintain consistency.

## Practical Skills & Key Points

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- ✓ Develop and implement an IQA sampling plan
- ✓ Conduct direct observations of assessors
- ✓ Review assessment portfolios and decisions
- ✓ Facilitate standardisation meetings
- ✓ Provide written and verbal feedback to assessors
- ✓ Maintain accurate IQA records

### Key Facts to Remember

- IQA is a regulatory requirement for most awarding organisations
- Sampling should be risk-based, not random
- Standardisation ensures consistent assessment decisions across all assessors
- IQA records must be retained as specified by the awarding organisation

