



IIMTS
Awarding Body

IIMT STUDIES LTD **CENTRE POLICY**

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IQA and EQA Policy

Policy Compliance:

This policy complies with

Ofqual, Handbook 3. Criterion C2: Arrangement with Centres



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Awarding Body

Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS AO OGCR IEA 01 2020

Title of the Policy: IQA and EQA Policy	Authorised by Responsible Officer	Created: Version 1 1 November 2023
Conditions of Recognition: General Conditions of Recognition		Current version: 3 Next Review Date: 1 April 2026

Important contact-

Any query or concern related to this policy may be directly addressed to the Responsible Officer and Quality Assurance Team-

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Acronym used to represent IIMT Studies Ltd (IIMT Studies):

IIMTS AB

Regulating Body:

OFQUAL

Ofqual.gov.uk

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(A) Policy Code: IIMTS_AO_OGCR_IEA_01_2020

(B) Policy Statement:

With this policy, IIMT Studies ensures that the ongoing assessment of our qualifications, their outcomes, and the parameters of assessments are reliable, valid and of high standards in regulated qualifications and customised awards/centre-devised learning programmes. It also assures that the attainment of learners undergoing the process of quality assurance is authentic and reliable. The standards, once implemented, are improved over a period of time, considering technological advancements. This policy also ensures the robust internal and external quality assurance of assessments. Though the policies are framed with fair intention and a customer-friendly approach, IIMTS cannot refrain from its core responsibility to maintain the quality of each service and have internal checks and controls to ensure proper monitoring and assessment of execution for quality delivery of services and results.

(C) Scope of Policy:

This policy is designed and developed to ensure quality parameters and qualitative implementation to deliver quality deliverables to stakeholders. The Quality Assurance Policy will remain focused on the following areas:

- (1) The quality assurance process is involved in assessments
- (2) Internal and external quality assurance of assessment and processes
- (3) Identification of non-compliance, malpractices and maladministration in assessment methods
- (4) Processed to be followed during internal and external quality assurance
- (5) Sampling process of quality assurance of external assessment



(D) Objectives of Policy:

1. To ensure a robust, objective, reliable and authentic quality assurance mechanism is in place at AO as well as its authorised centres
2. To demonstrate the process involved in quality assurance of assessments
3. To ensure quality assurance processes are implemented and conducted well within the IQA and EQA processes
4. To demonstrate the ideology associated with the quality assurance of assessments
5. To ensure that all assessments going through quality checks are fit for purpose.
6. To demonstrate centre responsibility after assessments are conducted
7. To ensure control and check the instances of:
 - a. Conflict of interest
 - b. Malpractices and maladministration
 - c. Delay and non-compliance
8. Demonstrate the sampling strategy of assessments/units submitted
9. Explains how IQA can be appointed

(E) Policy Framework:

Internal Quality Assurance:

Internal quality assurance is a critical parameter of quality assurance. The role of internal quality assurance is to see how the assessment exercise has functioned and how it has met the qualification criteria. They must see if the assessments meet the national standards. The quality assurance exercise conducted by the internal quality assessor must ensure that the best practices are in place, identification of malpractice and maladministration, and any biased decision taken while undertaking the assessments.

Aspects to appoint an internal quality assessor:

- A relevant qualification
- Appropriate industry experience in quality assurance
- Competency and knowledge in line with the qualification they wish to verify

Verification of assessment:

Verification Aims:

- Consistent and reliable assessment for learners
- Monitoring the quality of the assessment
- Identification of practices
- Remarking on the developments required
- Reporting the finding

Sampling assessment:

A sampling of assessments includes:

- Learners work across all levels
- RPL, if followed, the unit claims
- Sites where the assessment was undertaken
- Decisions of the assessors
- Method/s applied during assessment
- Results declared by the assessor
- Summary of achievements
- Programme delivery monitoring

IQA must also get involved in:

- Discussions with assessors involved in marking the assessments
- Interviewing learners (when required)

Sampling becomes rigorous in the case:

- Centres have appointed new assessors, and they have participated in the assessment exercise
- There has been no identification of any sort of malpractice
- A fresh/new qualification/unit is assessed
- Assessment decisions: A group of learners was identified as not meeting the qualification specifications

Sampling strategy:

The sampling strategy depends on various aspects, including the qualification of assessors, time spent on assessment, the number of learners compared with the number of assessors and other situations. Any strategy implemented must be preapproved by IIMT Studies via an external quality assurance.

It is important for the assurer to have a non-biased and transparent sampling approach in order to meet the aims of the assessment policy. They must identify the risk involved in the size of the sampling if it is inappropriate.

The additional role of the assurer is to standardise the decisions made by the assessors. It is also to ensure all assessors make the same judgement, which is fair and valid. All records, including the meeting, during this exercise/se must be maintained with a report and shared with IIMT Studies for further process of external quality assurance.

The assessment method must meet the qualification requirements and must be agreed upon by IIMT Studies prior to its implementation.

Below are the sampling provisions in line with which IQA should work:

Up to 10 assignments/Unitised samples: All assessments should be sampled

From 11 to 30: approx. 50% of assessments should be sampled

From 31 and above: approx. 30% assessments should be sampled

When the decision is made within the centre to employ simulation as the preferred method of assessment, it becomes critical to validate this choice by thoroughly examining its alignment with the stipulated requirements mentioned in the unit specification. This validation process is to confirm that the simulation method effectively measures the desired learning outcomes and meets the standards expected for the given unit.

It is essential to engage with the External Quality Assurer (EQA) prior to conducting the simulation. This process involves presenting the rationale behind choosing the simulation method, discussing its relevance to the unit specification, and obtaining the EQA's agreement for the assessment method. This remains critical to ensure that the simulation method is not only valid but also meets external quality standards, thereby reinforcing the overall integrity of the assessment process.

By validating the choice of simulation against unit specifications and obtaining agreement from the EQA in advance, the centre establishes a foundation for the assessment. This process supports the overall credibility, reliability, and transparency of the assessment methodology, ensures confidence in the results and ensures compliance with established quality standards.

External Quality Assurance:

External Quality Assurers are appointed by IIMT Studies with competent skills to ensure accuracy is maintained, complying with all standards of assessments.

External Quality Assurance (EQA) activities are restricted to centres with an approved internal quality assurance system recognised by IIMT Studies. During EQA, it is mandatory for centres to provide access to their internal quality assurance records for examination.

The sampling protocol for EQA must demonstrate the selection of learners' evidence. The role of EQA includes:

- Educating the centres and their staff about the assessment process
- Verification of delivery, assessment process, policies and their standards
- Ensuring standardised practices and risk rating against the centres approved by IIMT Studies, based on the explained information and evidence
- Record maintenance during the visits to the centre
- Giving feedback to the centre and IIMT Studies based on the quality assurance exercise
- Validate the Assessment decisions made by each assessor
- Cover utilisation of each assessment method
- Ensure learner work across all levels and units, demonstrating that unit claims meet assessment criteria

- Ensure assessments conducted at various sites, including employers' workplaces where applicable, are reliable
- Whenever feasible, the inclusion of observations during a session to be covered
- Ensure centres are encouraged to incorporate video evidence when deemed suitable

Recognition of Prior Learning:

EQA should address claims related to Recognition of Prior Learning (RPL), exemptions, equivalencies, and portfolios that may be on the borderline of concern to the centre.

In instances where a centre opts for simulation as the preferred assessment method, it is essential to validate this choice against the specific requirements outlined in the unit specification. Prior agreement with the EQA is a prerequisite before conducting the simulation, ensuring implementation to standards and ensuring the credibility and reliability of the assessment process.

Additionally, external assurers:

- Maintain national standards by gathering sample evidence and monitoring the assessments.
- Observe learners' work across all units and levels of qualification
- Monitor assessment methods
- Monitor the internal quality assurance system
- Authorise the claims of certification based on the satisfactory performance of the authorised centres
- Ensure the policies of IIMT Studies are met while undergoing the assessment and internal quality assurance.
- Advise, monitor and measure operations of centres for the best quality assurance practices.
- Conduct robust quality checks, internal quality assurance reports, and sampling of assessments.
- Take fair note of all assessment methods used in the assessment exercise
- Ensure English language competency and fluency test.
- Ensures all assessments, samples and marking of assessments are fair, valid and reliable.
- Ensures the sampling of learners' demonstrated evidence is accurate and authentic
- Identifies malpractices and maladministration cases
- Confirms the cases of malpractice and maladministration reported by IQA.
- Ensures the centre retains records of assessments, demonstrated evidence, reports, and marking of assessments and IQA reports.
- Guide the centre on the interpretation of national standards, qualification learning outcomes and assessment criteria.

Sampling:

In order to identify the best practices in place in the centre, EQA should see samples with the above roles and responsibilities. The EQA exercise is to ensure:

- Marking of the assessment is fair, unbiased and transparent

- Assessment locations comply with the qualification requirements
- Internal quality assurance practices are performed up to expectations and in compliance
- IQA have the appropriate qualifications, experiences and knowledge to perform the quality assurance exercise.
- Learners have access to a fair assessment
- Evidence of valid claims for credits/ for exceptions based on RPL
- Internal quality assurance exercise, its strategies and processes.
- Structure of assessment evidence, its planning, strategy and complexity
- Centres have the right technology and policy to record the evidence.
- The assessment meets the criteria for qualification
- Record fair findings in their report
- Recommend centre risk rating
- Recommend sanctions when appropriate
- Record the date of assessment, internal quality assurance, and visit the

centre. Below are the sampling provisions in line with which EQA should work:

Up to 10 assignments/Unitised samples: All assessments should be sampled

From 11 and above: approx. 30% of assessments should be sampled

In cases where the assurance of quality cannot be ensured through the initial sample selection, it is a must to conduct a thorough 100% sampling of all work. If any cause for concern arises during the visit to the original sample, the EQA sample can be extended.



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