

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



R2W Assessment and IV Policy GWSNT – COL11

This policy applies to all R2W College learners and staff at Groundwork South and North Tyneside (hereafter referred to as Groundwork).

Groundwork Internal Quality Assurance (IQA) Policy and Procedures are in line with the requirements of all of our awarding bodies. These awarding bodies require that Groundwork operates an effective internal quality assurance system, which assesses all candidates accurately, fairly and consistently to national standards. IQA occurs before and during delivery of assessment.

The majority of qualifications delivered by Groundwork are internally assessed and we have adopted a team approach to internal verification. The purpose of IQA is to ensure the following:

Tutors:

- Ensure that assessments are valid, reliable, practicable, equitable and fair
- Ensure that IQA is conducted by using appropriate assessment instruments
- Apply the standards of assessment uniformly and consistently
- Judge if learners have met the national standards for the qualification

The IQA ensures that Tutors:

- Are familiar with the required national standard
- Are using the most up-to-date unit pack
- Reach accurate and consistent decisions for the same qualification for all candidates in line with the required national standards
- Are given appropriate support
- Participate in standardisation meetings to agree on Assessment and Marking Decisions

IQA's will implement the following sampling strategy

Sampling will include:

- All Tutors over a 12-month period
- All units for the validity of assessment decisions for each Tutor over a 12-month period including Mandatory and Optional units
- The full range of age, gender, new starters, mid-term and well-established learners
- The full range of evidence and assessment methods
- The first countersigned decision from each unit
- Interim and summative assessment decisions – Internal Verification will not be an “end” process.

Newly qualified and/or recruited Tutors will be more frequently sampled until the IQA has confirmed effectiveness, reliability and quality of assessment decisions and practice.

Standardisation of Assessment Judgements

The IQA is responsible for ensuring the standardisation of assessment judgements and will:

- Ensure that written feedback to Tutors contributes on an ongoing basis to the standardisation of assessment decisions
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IQA's must ensure that standardisation meetings:

- Focus on any revisions to the standards and how they differ from old standards, areas identified through monitoring where evidence has been difficult to generate, or where monitoring suggests that Tutors are taking different approaches.
- Focus on validity, sufficiency, currency, and authenticity of the evidence reviewed at the meetings – use actual learner's portfolios/evidence; and
- Develop a supportive, non-threatening environment where assessors are willing to share issues and concerns in order to ensure that each Tutor makes valid assessment decisions.

Monitoring Assessment Practice

The IQA will monitor the assessment process and will:

- Ensure that there is a clear and accurate audit trail of the IQA and assessment processes relating to each learner incorporated within the IQA and Tutor records as well as the portfolio itself
- Observe at least one assessment for each Tutor annually as a minimum. The level of observation may increase depending on changes in Tutor experience, learner group, award standards, and internal procedures. All observations will be recorded.
- Ensure that learner portfolios are kept on the college premises and therefore available for tutors and learners to access at all times.

Development and support of Tutors

All Tutors will take part in regular CPD which is provided in 3 main areas:

- Teaching and learning • Subject specific • Safeguarding

The IQA will give regular feedback to Tutors regarding their assessment practice and the outcome of any monitoring or sampling.

All new Tutors not holding the necessary assessment qualification will be required to work towards their assessment award within the first year of their employment and they will be provided with all the necessary support to enable them to achieve their qualification.

IQA Records will be kept securely for 3 years after certification.

EQA (External Quality Assurance/ Certification. All IQA's must ensure that all presented portfolios for external verification and certification meet all the requirements of the awarding body. All IQA's must contribute to EQA visits and ensure that all action points are addressed by the agreed target dates. All IQAs are encouraged to use the EQA for guidance and support on the standards through the lead IQA.

Contributing to the quality assurance process. All Tutors must complete all their assessment records in accordance with this strategy and the awarding body specifications within a realistic time frame. All Tutors must attend at least 2 team meetings a year and mandatory standardisation meetings at least 3 times a year.

Submissions for Internal verification

- It is the responsibility of learners to submit evidence for assessments.
- It is the responsibility of the Tutor to submit assessed qualifications/awards for internal verification and to ensure that all documentation has been completed.

Policy review

Created By:	Rachel Kitson
Initial Date:	September 2025
Date:	September 2025
Review Date:	September 2027
:	04

Version Control

Version Number	Date	Name	Job Title	Document Status
01	Sept 2022	Rachel Kitson	Head of Provisions and Achievements	Approved

02	Sept 2023	Rachel Kitson	Head of Provisions and Achievements	Approved
03	Sept 2024	Rachel Kitson	Head of Provisions and Achievements	Approved
04	Sept 2025	Rachel Kitson	Director	Approved

