

Internal Quality Assurance Policy – Appendix 5

Internal Quality Assurance Sampling Strategy

Sampling across all qualifications should be managed in line with the Quality Assurance Sampling Strategy. The Potential Uearthed sampling strategy is based on the CAMERA rationale and the sample being representative. Potential Uearthed commits to providing an accurate representative spread of sampling. A minimum of 20% of assessments will be sampled.

The risk assessment that will be carried out on each assessor will clarify the percentage of sampling relevant and plans will be adjusted accordingly. Risk will be managed overall by the IQA Personnel who will review the sampling strategy in line with internal and external changes to ensure the quality of assessment is maintained, and based on how new the assessor may be to the role.

CAMERA should be used as a basis for sampling. The risk rating should be used as part of the performance management to help staff understand which level they are working at. 'CAMERA' is an acronym for the sampling strategy (see below).

Prior to risk assessment taking place each unqualified assessor could be sampled on every unit assessed across all qualifications at some point throughout the year. Once risk assessment has taken place the percentage of sampling will be reduced to the recommendation and will alter if risks change.

CAMERA explained:-

C - Candidates Ethnic origin, gender, employed full time /part time, special requirements, all referrals

A - Assessors Experience, (-taking into account a higher risk of a new assessor or feedback from EV reports, qualifications, workload, occupational experience, location, CPD, evidence of countersigning unqualified QA assessors

M - Methods of assessment, Questioning, observation, evidence of RPL, product evidence, Professional discussions assignments, projects , product evidence Written Reflective reviews, oral presentations

E - Evidence types - Written confirmation that the evidence is valid, authentic, current and sufficient, problem areas, special requirements

R - Records - Reports from assessors including feedback to learners, correct assessment practice, internal quality assurance records, learner portfolios and files

A - Assessment locations - Workplace assessments, other assessment locations

The qualification sampling plan should be developed by initially consulting the Qualification Training Plan to identify when induction took place followed by unit training as the assessments will be planned after training. Sampling should ensure it is covering all stages of the learner's journey. The first sampling takes place at the formative stages of the programme to monitor assessment planning.

Assessment may be holistic so interim sampling should be based on looking at the safety and consistency of decisions made rather than full unit completion.

Sampling may take place across cohorts (roll- on; off).

Assessors decisions should be judged formatively, interim and at summative stages so that assessment planning can be checked early for risks that may lead to inconsistencies in assessment practice.

The quality of assessment should be maintained through IQA observation, risk assessment, sampling, monitoring assessment practice and standardisation of judgments across all qualifications.

All records of sampling should show a planned date and the actual date of sampling.

ILM sampling plans should select one learner whose work is sampled through the programme for the majority of units to provide a benchmark.

The sampling plan is to be revised when changes take place with assessors or candidates.