



Level 4 Certificate In  
**LEADING THE INTERNAL QUALITY ASSURANCE OF ASSESSMENT PRO-  
CESSES AND PRACTICE**

## Evidence Logbook

Qualification recognition number: 501/2177/7

Qualification Reference: L4CLIQAAPP

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## Assessment Principles

### 1. Assessment Principles

1.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

1.2 Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions.

1.3 Competence based assessment must include direct observation as the main source of evidence.

1.4 Simulation may only be utilised as an assessment method for competence based learning outcomes if specified in the assessment requirements of the component.

1.5 Expert witnesses can be used for direct observation if they have occupational expertise for specialist areas or, if the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

1.6 Assessment of knowledge based learning outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

1.7 Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor.

1.8 Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

### 2. Internal Quality Assurance

2.1 Internal quality assurance is key to ensuring that the assessment of evidence for component is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

### 3. Definitions

3.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency components they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continued learning and professional development.

### 3.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding and be able to assess this in components designed to test knowledge and understanding. This occupational knowledge should be maintained annually through clearly demonstrable continued learning and professional development.

### 3.3 Qualified to make assessment decisions:

This means that each assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding organisations will determine what qualifies those making assessment decisions according to the competency components under assessment. In any case of significant uncertainty, the Sector Skills Council will be consulted.

### 3.4 Qualified to make quality assurance decisions:

Awarding organisations will determine what qualifies an assessor undertaking internal quality assurance to make decisions about quality assurance.

### 3.5 Expert witness:

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff

## Evidence Requirements for leading the internal quality assurance of assessment processes and practice

You must meet all the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using diverse assessment methods.

### How Your Evidence is Checked

After your Assessor has assessed your work, another member of staff - the Internal Quality Assurer - will review it. An External Quality Assurer from Future (Awards and Qualifications) will visit your assessment centre.

### Certificate Claims

Once you've built up your portfolio of evidence, your assessor will sign off your component declaration and present your portfolio to the Internal Quality Assurer. Once the portfolio has passed the internal quality assurance process, the centre can claim your certificate.

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## Component 1: Internally assure the quality of assessment

Component Reference Number: A/601/5321

Level: 4

Credit: 6

GL: 45

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Be able to plan the internal quality assurance of assessment</b>			
1.1 Plan monitoring activities according to the requirements of own role			
1.2 Make arrangements for internal monitoring activities to assure quality			
<b>2. Be able to internally evaluate the quality of assessment</b>			
2.1 Carry out internal monitoring activities to quality requirements			
2.2 Evaluate the planning and preparation of assessment processes			
2.3 Determine whether assessment methods are safe, fair, valid and reliable			
2.4 Determine whether assessment decisions are made using the specified criteria			
2.5 Compare assessor decisions to ensure they are consistent			
<b>3. Be able to internally maintain and improve the quality of assessment</b>			
3.1 Provide assessors with feedback, advice and			

support, including professional development opportunities, which help them to maintain and improve the quality of assessment			
3.2 Apply procedures to standardise assessment practices and outcomes			
<b>4. Be able to manage information relevant to the internal quality assurance of assessment</b>			
4.1 Apply procedures for recording, storing and reporting information relating to internal quality assurance			
4.2 Follow procedures to maintain confidentiality of internal quality assurance information			
<b>5. Be able to maintain legal and good practice requirements when internal monitoring and maintaining the quality of assessment</b>			
5.1 Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare			
5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance			
5.3 Critically reflect on own practice in internally assuring the quality of assessment			
5.4 Maintain the currency of own expertise and competence in internally assuring the quality of assessment			

**Learner declaration of authenticity:**

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

**Assessor sign off of completed component:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:



## Component 2: Understanding the principles and practices of internally assuring the quality of assessment

Component Reference Number: T/601/5320

Level: 4

Credit: 6

GL: 45

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Understand the context and principles of internal quality assurance</b>			
1.1 Explain the functions of internal quality assurance in learning and development			
1.2 Explain the key concepts and principles of the internal quality assurance of assessment			
1.3 Explain the roles of practitioners involved in the internal and external quality assurance process			
1.4 Explain the regulations and requirements for internal quality assurance in own area of practice			
<b>2. Understand how to plan the internal quality assurance of assessment</b>			
2.1 Evaluate the importance of planning and preparing internal quality assurance activities			
2.2 Explain what an internal quality assurance plan should contain			
2.3 Summarise the preparations that need to be made for internal quality assurance, including:			

<ul style="list-style-type: none"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul>			
<b>3. Understand techniques and criteria for monitoring the quality of assessment internally</b>			
3.1 Evaluate different techniques for sampling evidence of assessment, including use of technology			
3.2 Explain the appropriate criteria to use for judging the quality of the assessment process			
<b>4. Understand how to internally maintain and improve the quality of assessment</b>			
4.1 Summarise the types of feedback, support and advice that assessors may need to maintain and improve the quality of assessment			
4.2 Explain standardisation requirements in relation to assessment			
4.3 Explain relevant procedures regarding disputes about the quality of assessment			
<b>5. Understand how to manage information relevant to the internal quality assurance of assessment</b>			
5.1 Evaluate requirements for information management, data protection and confidentiality in relation to the internal quality assurance of assessment			
<b>6. Understand the legal and good practice requirements for the internal quality assurance of assessment</b>			
6.1 Evaluate legal issues,			

policies and procedures relevant to the internal quality assurance of assessment, including those for health, safety and welfare			
6.2 Evaluate different ways in which technology can contribute to the internal quality assurance of assessment			
6.3 Explain the value of reflective practice and continuing professional development in relation to internal quality assurance			
6.4 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the internal quality assurance of assessment			

**Learner declaration of authenticity:**

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

**Assessor sign off of completed component:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

### Component 3: Plan, allocate and monitor work in own area of responsibility

Component Reference Number: H/600/9674

Level: 4  
Credit: 5  
GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
<b>You must be able to:</b>			
<b>1. Be able to produce a work plan for own area of responsibility.</b>			
1.1 Explain the context in which work is to be undertaken.			
1.2 Identify the skills base and the resources available.			
1.3 Examine priorities and success criteria needed for the team.			
1.4 Produce a work plan for own area of responsibility.			
<b>2. Be able to allocate and agree responsibilities with team members.</b>			
2.1 Identify team members' responsibilities for identified work activities.			
2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members.			
<b>3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback.</b>			
3.1 Identify ways to monitor progress and quality of work.			
3.2 Monitor and evaluate progress against agreed			

standards and provide feedback to team members.			
<b>4. Be able to review and amend plans of work for own area of responsibility and communicate changes.</b>			
4.1 Review and amend work plan where changes are needed.			
4.2 Communicate changes to team members.			

**Learner declaration of authenticity:**  
I declare that the work presented for this component is entirely my own work.

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assessor sign off of completed component:**  
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice  
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
A/601/5321	Internally assure the quality of assessment						
T/601/5320	Understanding the principles and practices of internally assuring the quality of assessment						
H/600/9674	Plan, allocate and monitor work in own area of responsibility						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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