



Lincoln Bishop University

Document Administration

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**ASSESSMENT & INTERNAL QUALITY
ASSURANCE POLICY FOR EXTERNALLY AWARDED
QUALIFICATIONS**

VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	20 June 2023	Policy first introduced and approved by Senate
2.0	10 June 2026	Policy review and amended to reflect current practices

ASSESSMENT & INTERNAL QUALITY ASSURANCE POLICY FOR EXTERNALLY AWARDED QUALIFICATIONS

1. INTRODUCTION

- 1.1. Lincoln Bishop University is committed to providing learners with an assessment process that is fair and addresses the basic principles of authenticity, consistency, transparency, validity, reliability, currency and sufficiency. It aims to promote learning and achievement by providing access to assessment and accreditation services, ensuring equality of opportunity for all learners within a clear structure.

2. SCOPE

- 2.1. This policy applies to all teaching staff, Assessors, Internal Quality Assurers and apprentices/students at the University.

3. DEFINITIONS

- 3.1. The following definitions apply to all practices covered by this policy:
- 3.1.1. **Assessment** is the measurement or evaluation of apprentice's/ students' knowledge and understanding, skills, attitudes, and values, against explicitly stated criteria;
 - 3.1.2. **Verification** is the process whereby internally set and marked assessment carried out by assessors is marked for consistency and quality by Internal Quality Assurers within the University. External verification is the same check carries out by professionals nominated by awarding authorities for vocational qualifications;
 - 3.1.3. **Moderation** is the process whereby internal marking of externally set assessment carried out by assessors is checked for consistency and quality by other assessors or managers;
 - 3.1.4. **Standardisation** is the process whereby it is ensured that all assessment made by assessors and Internal Quality Assurers are marked to the same standards.

4. AIM

- 4.1. The aim of this policy is to give quality assurance in assessment processes by establishing quality control mechanisms for assessment through a system of internal verification, moderation and standardisation.

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5. PRINCIPLES

5.1. Key Principles of Assessment:

- 5.1.1. assessors will be appropriately qualified as per awarding body and National Occupational Standards requirements;
- 5.1.2. for apprenticeship programmes, all assessments will be confirmed with the apprentice/student on an individual basis and will be in line with the individual training plan;
- 5.1.3. all assessment outcomes will be formally recorded prior to being released to the apprentice/student;
- 5.1.4. final confirmation of summative outcomes (marks/grades/competences) will be confirmed to the apprentice/student after the full internal and/or external verification process, whichever is appropriate;
- 5.1.5. apprentices/students will be made aware of how to appeal against any assessment outcomes via the Appeals Policy for Externally Awarded Qualifications. A copy/summary will be available on Lincoln Bishop University's website;
- 5.1.6. awarding body documentation will be completed in a timely manner, as per the requirements of the awarding body;
- 5.1.7. all externally awarded qualifications will undertake an annual review of assessment, delivery and resources.

5.2. Assessment Procedures will ensure that:

- 5.2.1. apprentices/students are informed of the progress and maximise their chance of success in their learning;
- 5.2.2. assessment feedback to apprentices/students is explicit in relation to the assessment content and criteria, and how apprentices/students may improve their performance;
- 5.2.3. assessed work of all types is returned to apprentices/students within a reasonable, effective and pre-determined timescale;
- 5.2.4. assessors are informed of the effectiveness of their teaching and apprentices/students learning;
- 5.2.5. the programme actively respects and responds to the diverse cultural, ethnic and learning needs of all apprentices/students, ensuring appropriate support and reasonable adjustments in accordance with awarding body regulations;
- 5.2.6. the assessment process is valid, reliable, current, sufficient, authentic, safe and fair;
- 5.2.7. records are sufficient to allow audit of assessment;
- 5.2.8. communication within assessment team and awarding bodies is effective;

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- 5.2.9. communication to apprentices/students about assessment content, assessment criteria, mark schemes and grade boundaries is clear, explicit, and where helpful, uses standard formats;
- 5.2.10. grading criteria regarding marking and submission conform to University and awarding body guidelines;
- 5.2.11. equipment and accommodation for assessment comply with health and safety regulations;
- 5.2.12. apprentices/students are aware of their rights and responsibilities;
- 5.2.13. apprentices/students can gain unit accreditation/certification where appropriate;
- 5.2.14. there is adequate monitoring and reviewing of procedures;
- 5.2.15. all programmes offered have sufficient, qualified assessors and Internal Quality Assurers, and the awarding body is notified of any team changes where necessary;
- 5.2.16. assessors and Internal Quality Assurers undertake continuous professional development activities;
- 5.2.17. apprentices/students receive adequate assessment plans or individual training plans, which are regularly reviewed and updated accordingly;
- 5.2.18. for all types of courses, an appropriate range of assessment methods are used, supported by a well-planned and comprehensive sampling process as well as appropriate standardisation activities;
- 5.2.19. assessors, Internal Quality Assurers and staff undertaking standardisation have sufficient time, resources and authority to perform their role;
- 5.2.20. there are no conflicts of interest which would impact on the ability of assessors and Internal Quality Assurers to make assessment decisions;
- 5.2.21. qualified and competent assessors countersign decisions of unqualified assessors;
- 5.2.22. rigorous efforts are made to prevent plagiarism or other forms of deception by apprentices/students;
- 5.2.23. internal verification sampling plans must ensure coverage and consideration of every assessor, apprentice/student, unit, assessment method, centre/employer and assessor experience levels. Samples must also include formative and summative assessment decisions;
- 5.2.24. No individual can act as assessor and internal verifier for the same candidates.

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5.3. Key Principles of Internal Quality Assurance:

- 5.3.1. each course or group of courses has a named Lead Internal Quality Assurer/Moderator and an appropriate number of Internal Quality Assurers/Moderators;
- 5.3.2. a sampling plan will be produced either at course, assessor, programme or centre level on a risk-based approach in line with Awarding Body guidelines;
- 5.3.3. a representative sample (minimum 10%) including a selection of assessments/assignments from all assessors across all units/modules/levels and across all assessment sites is Internally Quality Assured;
- 5.3.4. evidence requirements are met, appropriate standards maintained and assessment is valid, authentic, practicable, equitable and fair;
- 5.3.5. Internal Quality Assurance/Moderation provides appropriate feedback to assessors;
- 5.3.6. records are kept of the Internal Quality Assurance/Moderation process and made available for audit;
- 5.3.7. the outcomes and any actions resulting from Internal Quality Assurance/Moderation are followed up, acted upon, reported and signed off in course committee meetings;
- 5.3.8. appeals are documented and, where appropriate, forwarded on to the External Quality Assurer in line with the awarding bodies requirements;
- 5.3.9. standardisation should take place bi-annually as a minimum;
- 5.3.10. standardisation should take place when a unit or assignment is delivered and assessed by more than one person. Standardisation must be carried out before any formal assessment and Internal Quality Assurance has taken place. Standardisation is the process to discuss and mutually assess a sample of learner work to reach a consensus. This will be done with reference to the assessment criteria and assessment guidance provided in the qualification specification;
- 5.3.11. an audit of Internal Quality Assurance and standardisation processes will take place at least once each year with formal reports presented to the relevant committee.

- 5.4. The University will negotiate special arrangements with the awarding bodies for apprentices/students with learning support needs in securing adequate arrangements for access to and support in the assessment process.

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- 5.5. All assessments are supported by a transparent assessment appeals procedure (Appeals Policy for Externally Awarded Qualifications).
- 5.6. In accordance with awarding body requirements, the University's Assessment Malpractice and Maladministration Policy for Externally Awarded Qualifications, complies with guidance issued by the Joint Council for Qualification (JCQ). The policy and associated documents, to which it relates, together outline the rights and responsibilities of awarding bodies, University staff and apprentices/students, and the procedures to be followed in the event of breaches of policy, regulation or procedure.

6. ASSOCIATED DOCUMENTATION

- 6.1. The following documentation provides guidelines for University assessment practice:
 - 6.1.1. Suspected malpractice in examinations and assessments. This information can be found at: [Malpractice – Joint Council for Qualifications](#)
 - 6.1.2. Awarding body and examination board guidelines (available via awarding body websites)
 - 6.1.3. University and examination board regulations

7. RESPONSIBILITY FOR IMPLEMENTATION

- 7.1. The auditing and monitoring of assessment practices across the University is undertaken via annual monitoring, student evaluation, validation and moderation.
- 7.2. The Faculty Executive Group are responsible for implementing and ensuring the quality of assessment practices in all areas and for ensuring there are sufficiently trained staff to carry out requisite assessment, verification, standardisation and moderation activities.
- 7.3. It is the responsibility of all staff involved in assessment, internal standardisation, moderation and verification activities to:
 - 7.3.1. provide assessment processes that are fair and meet the requirements of the qualifications;
 - 7.3.2. provide apprentices/students with a schedule of assessment as part of inductions;
 - 7.3.3. provide accurate, timely and informative assessment feedback to inform apprentices/students of their individual progress and tell them what they need to do to improve;
 - 7.3.4. record assessment decisions regularly, accurately and systematically;

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- 7.3.5. comply with the University and awarding body guidelines regarding work that is submitted after the submission date and work that is re-submitted following referral/re-submission decision;
 - 7.3.6. familiarise themselves and apprentices/students with the Appeals Policy for Externally Awarded Qualifications;
 - 7.3.7. be award and keep up-to-date with awarding body guidance in respect of assessment, standardisation, moderation and verification;
 - 7.3.8. ensure that the quality of assessment is assured by carrying out internal standardisation, moderation and verification as required by the University, awarding body and examination boards;
 - 7.3.9. respond promptly to feedback from Internal Quality Assurers and External Verifiers;
 - 7.3.10. record internal standardisation, moderation and verification decisions accurately and systematically using agreed documentation.
- 7.4. All unqualified assessors and Internal Quality Assurance persons must have their decisions overseen and countersigned by a qualified member of staff.
- 7.5. An Internal Quality Assurance (IQA) must risk-band all assessors according to the following model:
- 7.5.1. **Green** assessors who are qualified, experienced and consistently compliant – will be subject to the minimum 10% sampling required;
 - 7.5.2. **Amber** assessors are those who are qualified and experienced but new to the University, or those who have fallen below benchmark standards – will be subject to enhanced sampling at a minimum of 25% of assessed work. Where sampling identified any non-compliance, the sampling rate will increase to 50% until the assessor demonstrates two consecutive compliant samples. Once compliance is re-established, sampling may be reduced in line with the risk-banding model.
 - 7.5.3. **Red** are newly trained assessors or assessors with no formal qualifications and who are new to the University – 100% sampling until full compliance is achieved.

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7.6. Records must be maintained and kept in accordance with the University's Retention Schedule. Records that are kept will include:

- 7.6.1. validated assessment material;
- 7.6.2. reports of any meetings, including standardisation exercises;
- 7.6.3. records of observations of assessment;
- 7.6.4. checklists/marketing schemes;
- 7.6.5. records of all sampling exercises;
- 7.6.6. feedback to assessors.

8. MONITORING AND REVIEW OF THE POLICY

8.1. The implementation of the Assessment & Internal Quality Assurance Policy for Externally Awarded Qualifications is monitored by the Quality Assurance audit, Annual Monitoring processes and External Verifier & Moderation reports.

8.2. The Assessment & Internal Quality Assurance Policy for Externally Awarded Qualifications will be reviewed annually.

9. BREACH OF THE POLICY

9.1. The University will take seriously any instances of non-adherence to the Assessment & Internal Quality Assurance Policy for Externally Awarded Qualifications by its staff or management.

9.2. Any instance of breach of the Assessment & Internal Quality Assurance Policy for Externally Awarded Qualifications will be investigated in line with Lincoln Bishop University's policies and procedures.

10. ACCESS TO THE POLICY

10.1. The Assessment & Internal Quality Assurance Policy for Externally Awarded Qualifications will be published on the University Website.