

Internal Quality Assurance Policy

Version: 6 Date: October 2018

British Weight Lifting ensure that these arrangements are in place to quality assure the assessment of qualifications. The objective of these arrangements is therefore to ensure that all assessment is fair, consistent and meets Awarding Organisation's and national requirements.

The Head of Centre, Zoe Kettle-Metcalf is responsible for ensuring that this policy is published, implemented and accessible to all personnel and any relevant third parties. The Head of Centre will also ensure that all personnel have read and understood this policy and that any amendments to the policy are communicated to relevant parties.

This policy has been designed to promote quality, consistency and fairness throughout the assessment and internal verification activities. It aims to ensure that standards of assessment are maintained consistently over time.

Aims

The aims of Internal Quality Assurance are:

- to ensure the effective management of assessment.
- to ensure the consistency and validity of internal quality assurance processes.
- to ensure the effective support for assessment and quality assurance personnel.
- to ensure the quality assurance of the outcomes of assessment in-line with awarding organisation and national requirements.

Objectives

The objectives of internal quality assurance fulfil a variety of quality assurance considerations. The list below outlines internal quality assurance objectives, which ensure that British Weight Lifting:

- operates from this established quality assurance policy and related procedures which are consistently reviewed where required in accordance with generic quality control arrangements.
- ensures an effective induction is provided for all members of the assessment and quality assurance teams, as required.
- ensures effective appraisal and continued professional development for all members of the assessment and quality assurance teams.
- ensures that the assessment and quality assurance teams understand and are able to follow and advise on all centre policies and procedures.
- ensures equality and diversity is embedded throughout the internal quality assurance and assessment activities.
- ensures quality via accurate and effective assessment of all learners.
- monitor and ensure consistency of assessment outcomes via appropriate interpretation of Awarding Organisation's specific qualifications and/or national requirements.

- reviews and evaluates the quality and consistency of assessment at different stages of the assessment process.
- maintain accurate and current records of internal quality assurance.
- standardise all components of the assessment where appropriate.
- carry out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by awarding organisations and their moderation staff (including external quality assurers) are complied with.