Quality Assurance Policy

The Kelmscott School Quality Assurance System is our written policy to ensure the quality of all BTEC, ECDL and VCERT courses delivered at the Centre. The Policy is written by the Deputy Headteacher in charge of Curriculum and is reviewed annually by the Deputy Headteacher in charge of Public Examinations.

Roles and responsibilities
Quality Nominee – *the Deputy Headteacher in charge of curriculum*
- To oversee assignment writing and assessment processes
- To quality assure the Internal Verification system
- To chair any meetings
- To bring any short comings to the attention of the staff involved
- To inform the Headteacher of any issues that may arise
- To inform the teacher in charge of CPD and or the Exam Board as necessary
- To act as the Senior Manager in charge of managing appeals.

Lead Internal Verifiers
- To verify that assignment tasks in their subject area meet the criteria as laid down in the specifications
- To sample work marked by teachers
- To ensure course matters are discussed at Department meetings.
- To inform teachers where shortcomings in assignments units, schemes of work or assignment marking arise
- To inform the Quality Nominee and teacher in charge of CPD of any perceived staff training needs.

BCS (ECDL) – All new invigilators are required to be observed during the first 6 months and annually thereafter to ensure assessment regulations are being followed. Existing invigilators should be observed conducting an assessment at least once a year.

All of our BCS (ECDL) assessment is automated and done online, therefore internal verification is not required.

Internal Verification Process
This section describes the internal verification process at Kelmscott School. The Internal Verification process is set out below. This process is overseen by individual Lead Internal Verifiers.

1. An electronic copy and a hard copy of any planned assignment written by a teacher must be given to the Internal Verifier before issuing it to pupils.
2. The Internal Verifier must scrutinise the planned assignment against the unit specifications and the assessment criteria, taking into account issues raised during national standards sampling.

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3. An assignment checklist must be used by the Internal Verifier to feed back on the planned assignment. Feedback must be given to the teacher within one week.
4. After a copy for the file, the Internal Verifier must return the planned assignment and the checklist to the teacher. One copy will be kept by the Lead Internal Verifier. Copies of verified assignments should be kept in a Programme folder.
5. The Internal Verifier should suggest amendments to the unit assessment task appropriately, and then return the assignment to the teacher within two weeks. The Internal Verifier will make two copies of the amended assignment, keep one copy and give one copy to the Lead Internal Verifier.

Scrutiny of Assessment Decisions/ Work sampling procedures

This section describes the scrutiny of assessment decisions and the procedures for sampling marked assignments.

1. Every assignment completed by a pupil must have a Cover Sheet and an Assessment Feedback Sheet attached (where applicable).
2. Every pupil must sign the front sheet and make a comment on her/ his work before handing it in to the teacher.
3. Teacher feedback, any action to be taken and an assessment decision must be given to the pupil within one school week of the assignment deadline.
4. The teacher must sign the Cover Sheet.
5. For each unit, the teacher must indicate the grades awarded to all pupils on a Work Sampling Form (where applicable) within one week of the assignment deadline.
6. The teacher will pass the Work Sampling Form to the Examinations Officer.
7. For each unit completed, 4 pupils (or the total number in the class where there are less than 4 pupils in the group) will have their work sampled. Where the sample does not contain the two extremes from the range for the whole class, these will be added to the sample as well.
8. The teacher will then pass the samples to the Internal Verifier for verification.
9. The Internal Verifier must provide feedback on the cover sheet within three weeks of the assignment deadline. If necessary, the Internal Verifier will, in discussion with the Programme Leader draw up an Action Plan for the teacher – this may include the identification of CPD needs.

Cross Departmental Moderation/ Work Sampling Procedures

This section describes how the School will monitor consistency in standards across all vocational courses.

The BTEC Steering Group will meet at least three times a year. This group is chaired by the Quality Nominee. The BTEC Steering Group will meet as part of the whole school meeting cycle. This group is responsible for monitoring the consistency in assessment standards across all BTEC courses. BTEC Steering Group meetings provide an opportunity to share both best practice and concerns. The Internal Verifier is responsible for recording action points arising from these meetings.

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Continuing Professional Development

- The Quality Nominee is responsible for ensuring that the provision of effective and detailed guidance and support for teachers takes place.
- The Internal Verifier is responsible for providing effective and detailed guidance and support to teachers.
- Vocational subject teachers are responsible for identifying, booking and organising tailor-made training where it is necessary. Meetings and guidance with External Verifiers are to be considered and recorded as CPD opportunities.

Preparation for External Verification

- The Quality Nominee is responsible for ensuring that teachers are prepared for External Verification and National Standards sampling activities.
- The Quality Nominee must ensure that all internal verification procedures are completed in time for units being sampled by the External Verifier.
- The Exams Officer will diary sessions between teachers and External Verifiers.

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