

Internal Quality Assurance - Sampling Strategy

Stages of Sampling

The internal quality assurance sampling strategy involves the quality of assessment decisions at both formative and summative stages. The formative stage involves reviewing learner portfolios when individual units have been completed before final portfolio submission. Interim sampling involves assuring the assessment of the learner is proceeding satisfactorily. It will include the planning, review and feedback given to learners and will enable the IQA to pick up any issues at an early stage.

Summative sampling will take place at the end of the assessment process. The IQA should be able to check the validity, authenticity, reliability, currency and sufficiency of the evidence.

The IQA must record and report all sampling undertaken in sufficient detail to be able to justify the decision made. IQA reports will be produced for all sampling and must be signed by both the Assessor and IQA.

Sampling Plan

A sampling plan will be maintained for all samplings planned and conducted showing the following information:

- Learner name
- Qualification Title
- Start date
- Planned end date
- Planned interim sampling updated to show actual sampling undertaken including unit number and type of assessment sample
- Planned summative sampling updated to show actual sampling undertaken including unit number and type of assessment sampled

Sampling Rates

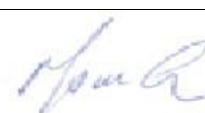
Different rates for sampling will be adopted dependent on the experience of the assessor delivering the qualification or unit they have been assigned to as follows:

| Assessor | Required activities |
|---|--------------------------------------|
| Newly qualified Assessors or Assessors new to the centre or those Assessors who are continually falling short of the standard required. | 100% sampling rate |
| | Assessor observation every 3-months |
| Assessors who are in need of development but often meet the standard required. | 50% sampling rate |
| | Assessor observation every 6-months |
| Assessors who are experienced with the qualification or unit they have been assigned to and continually meet the standard required. | 25% sampling rate |
| | Assessor observation every 12-months |

Assessor concerns

If the IQA has a particular concern regarding the assessment decisions of a particular assessor, then the ratio of sampling can be increased. This is at the discretion of the IQA. The IQA should record any concerns.

Rotunda Policy Review Record

| Reviewed by: | Approval date: | Review frequency: | Review date: | Signed: |
|--------------|----------------|-------------------|--------------|---|
| Maxine Ennis | 09/04/2024 | Annual | 10/04/2025 |  |