

Exams: Internal Quality Assurance Policy

Henry David Learning

Woodfield School



August 2024 – August 2025

Statement:

This quality assurance policy outlines our belief and commitment to ensure that ongoing quality improvement is an integral part of our school. Woodfield School, Henry David Learning will aim for continuous improvement in the quality of all aspects of its work as part of its determination to help learners achieve the highest possible standards.

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 overtime.

The document is applicable to everybody involved in the management, administration, training, assessment and internal verification of any qualifications delivered within the breadth of Woodfield School activities.

Purpose:

The purpose of the Quality Assurance Policy is to ensure continuous improvement through a process of self-evaluation and action planning. The Quality Assurance Policy and associated procedures will involve all employees, and especially employees involved in the delivery and assessment of external qualifications such as NOCN.

Line managers will initiate procedures within their teams and collate and agree action plans which will help form both individual and whole school development plans.

As a school, we will ensure

- the effective management of assessment
- consistency and validity of the verification processes
- effective support of assessment and verification of personnel
- the quality assurance of outcomes of assessment are in line with the Awarding Body and National Requirements.

Internal Qualification Assurance Objectives:

The objectives of internal verification fulfil a variety of quality assurance considerations.

The list below outlines internal quality assurance objectives, which ensure that Woodfield School:

- Operates from this established quality assurance policy and related procedure which are consistently reviewed.
- Provides an effective induction for all members of the assessment and verification team as required.
- Ensures effective appraisal and continued professional development for all members of the assessment and verification teams.
- Ensures quality and diversity is embedded throughout the internal quality assurance and assessment activities.
- Ensures quality via accurate and effective assessment of all learners.
- Monitors and ensures consistency of assessment outcomes via appropriate interpretation of NOCN specific qualifications and /or national requirements.
- Reviews and evaluates the quality and consistency of assessment at different stages of the assessment process.
- Maintains accurate and current records of internal quality assurance.
- Standardises all components of assessment where appropriate.
- Carries out continuous improvement activities to ensure all corrective actions and best practice guidelines requested by the awarding organisation and their moderation staff (Including external verifier) are complied with.

Process:

The quality assurance procedures will be founded in a process of regular self-evaluation by teams, internal audits and observations, in addition to teacher and pupil feedback. The school has an annual programme of quality assurance both for lesson and content delivery, ensuring quality first teaching throughout, and the school's assessment processes and procedures and moderation.

Wherever appropriate, the procedures will promote the identification of quality standards and performance indicators against which performance can be measured, evaluated and improved.

Internal Quality Assurance for staff

To review regularly the performance, training and needs of all staff.

To encourage continual professional development and to offer training and development to individuals from induction and throughout their employment.

To monitor and evaluate performance and developmental needs through regular one to one reviews in the school's performance review cycle which runs from October each academic year.

Responsibility for Implementation

All staff (leaders, trainers and support staff) are responsible for the implementation of the Quality Assurance Policy.

It is the responsibility of all staff to engage positively in the review and to ensure implementation of changes to further improve our provision.

Actions:

The results of the quality control monitoring as stated above, will be used to:

- Action plan for improvement within Woodfield School, Henry David Learning.
- Highlight issues that need consideration
- Feedback on actions taken will be shared with staff
- Identify new initiatives and solutions that will improve the quality of learning, teaching and assessment for all pupils

Review:

This policy will be reviewed on an annual basis by the IQA and principal.