

# Role Specification – Internal Quality Assurers/ Internal Verifiers (IQAs)

Internal quality assessors/internal verifiers (IQAs) are responsible for maintaining standards. They do this by using their subject matter and technical expertise to make informed judgments on the practice of – and decisions made by – the assessment team.

## Responsibilities

IQAs will:

### 1. Ensure staff are appropriately qualified

#### To include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>1.1. ensuring that all tutors and assessors hold appropriate qualifications before delivery commences</li><li>1.2. ensuring that tutors and assessors are fully briefed and carry out their roles appropriately</li></ul> | <ul style="list-style-type: none"><li>1.3. conducting a minimum of two standardisation meetings per year</li><li>1.4. providing feedback to tutors and assessors</li><li>1.5. identifying training needs of the tutors and assessors including Continuing Professional Development (CPD) requirements</li></ul> |
|---|---|

### 2. Monitor internal assessment practice and procedures

#### To include:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>2.1. ensuring the appropriate conduct of assessments (internal and external)</li><li>2.2. reviewing learners at different stages of the programme delivery and assessment process</li><li>2.3. setting – and documenting – an appropriate sampling strategy to provide an accurate representation of quality of assessment practice within the centre</li><li>2.4. evaluating the effectiveness of assessment planning</li></ul> | <ul style="list-style-type: none"><li>2.5. evaluating the quality of formative guidance on assessment</li><li>2.6. ensuring assessment decisions are appropriate, standardised and consistent in order to maintain standards</li><li>2.7. ensuring internal policies and procedures are followed and remain relevant/appropriate</li><li>2.8. implementing any actions set up YMCA Awards within agreed timescales.</li></ul> |
|--|---|

### 3. Maintain accurate records

#### To include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>3.1. records of assessor and IQA names and signatures</li><li>3.2. an overview of quality assurance planning and sampling grids to reflect:<ul style="list-style-type: none"><li>3.2.1. experience of assessors</li><li>3.2.2. number of programmes</li><li>3.2.3. number of learners</li><li>3.2.4. variety of learner evidence</li><li>3.2.5. different assessment methods etc.</li></ul></li></ul> | <ul style="list-style-type: none"><li>3.3. records of assessor and tutor team meetings and minutes</li><li>3.4. reports on assessment practice</li><li>3.5. records of training and support for tutors and assessors</li><li>3.6. records of learner development, progress and support offered</li><li>3.7. records of reasonable adjustments</li><li>3.8. copies of learner assessment records and/or portfolios.</li></ul> |
|---|--|

## Qualification requirements

IQAs can only quality assurer assessment decisions in their area of technical competence and experience. This usually requires IQAs to have a discipline specific qualification at or above the level being delivered, as well as one of the following internal quality assurance qualifications (or an equivalent):

- Level 4 Award in Internal Quality Assurance
- Level 4 Certificate in Leading Internal Quality Assurance
- SVQ Learning and Development Unit 11 Internally Monitor and Maintain the Quality of Workplace Assessment
- V1 Conduct Internal Quality Assurance of the Assessment Process
- D34 Internally Verify the Assessment Process

Holders of V1 and D34 qualifications should work to the reviewed National Occupational Standards for Learning and Development which can be found on the [NOS Database](#).

We will consider approving individuals working towards an internal quality assurance qualification where:

- there is evidence of a support plan for the trainee IQA
- the IQA qualification will be achieved within 12 months of approval
- quality assurance decisions are countersigned by a qualified IQA to ensure the quality and consistency of assessment decisions

We recommend that IQAs also hold a recognised assessor qualification but IQAs cannot quality assure their own assessment decisions.