



## Associate IQA Job Description & Person Specification

Academic Year: 2026–2027

### Job Purpose

To assure the quality and consistency of assessment decisions.

### Key Responsibilities

- Carry out IQA sampling.
- Conduct assessor observations.
- Provide feedback.
- Lead/support standardisation.
- Complete IQA documentation.
- Ensure compliance.

### Person Specification

Criteria	Essential	Desirable
IQA qualification	✓	
Assessment qualification	✓	
Occupational competence	✓	
Sampling experience	✓	
Mentoring		✓