

# Internal Quality Assessment (IQA) strategy Policy



**Date reviewed:** January 2026

**Responsibility:** The School's Examinations Officer and Lead internal Verifier under the supervision of the Senior Leadership Team (SLT) draws up and implements the Internal Quality Assessment Strategy.

The Board of Trustees approves the strategy and monitors its implementation. This strategy is reviewed annually.

This strategy is part of the "Examinations Policies". The "Examinations Policies" details the School's procedures relating to external examinations and the assessments related to these.

## Rationale

Internal quality assessment is a key process carried out by teaching staff, examinations officer and SMT throughout the delivery of qualifications we deliver. This ensures the assessment methods are consistent across teachers/assessors in the school and that outcomes are fair to all students.

Evidence that thorough and robust internal moderation has taken place is required as part of the external moderation and for audit purposes.

It is therefore the responsibility of ALL teaching staff to participate in the quality assessment process by keeping the necessary records, attending relevant meetings and submitting marked candidates work as requested.

All assessment evidence that has been internally moderated must be kept on site until after external moderation. The work remains the property of the candidate and according to awarding body requirements can be returned to the candidate.

## Aims

The aim of this policy is to ensure that the Internal Quality Assurance process is:

- Valid and reliable; covers all teachers/assessors and meets the requirements of the awarding bodies
- Fair and open; procedures are followed
- Accurate and detailed; records are kept of internal moderation decisions.

Turning Point Academy will:

### Ensure that all assessment activities are valid, appropriate and fit for purpose

Curriculum planning overviews, SOW, NCFE, BTEC, ASDAN assessment activities are reviewed following an internal verification process that follows the termly whole school scrutiny cycle and is lead by lead Internal Verifier Paul Jones to ensure they are valid, appropriate and fit for purpose before delivery.

### **Apply a strategy that will provide a representative sample across teachers/assessors**

50% randomised samples of candidate's work will take place across qualifications delivered once every term in week 3. Twice yearly, ALL student work/assessment work will be viewed for internal quality assurance due to small sample sizes. Paul Jones is the centres Lead Internal Verifier for RSL, BTEC, NCFE and ASDAN qualifications and leads on this process with the support of specialist teaching staff and the examinations officer, Claire Hand.

### **Create a plan of internal quality assurance in relation to all assessment activities**

The Lead internal Verifier will review evidence of completed student assessment work once every term in week 3. It forms part of the scrutiny cycle at the centre.

Teachers and assessors must make student evidence folders available or indicate the folders in the shared secure area where completed evidence sheets are stored. *This includes staff working on temporary contracts.*

### **Define, maintain and support effective internal moderation roles, including the provision of training where required**

Lead internal verifier and the exams officer will liaise with External Quality Assurers (EQA) to ensure the centre has full understanding of the qualification requirements. Internal training will be provided to staff to ensure they have basic understanding of

- The structure and content of each qualification
- Any resources that have been developed to support the qualifications
- The administration requirements to deliver the qualification

Provide standardised documentation to support internal moderation activity and record keeping: Staff can access all documentation to support IQA in the staff shared area

### **Ensure that feedback and outcomes of internal and external moderation support future development of good practice**

- The exams officer/IQA will provide written feedback of IQA no later than 2 weeks after the termly IQA meetings
- Feedback relating to external moderation will be relayed to staff in the autumn term following summer moderation
- Carry out an annual evaluation and review of Internal Assessment Policy and procedures
- Inform staff of any changes or developments
- Internal moderation supporting paperwork can be found on the shared drive.
- This policy should be read in conjunction with NEA policy, Internal and External appeals and Plagiarism and Malpractice.