**IQA Qualification File Contents**

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|  | **Title** | **Documents** |
| 1 | Awarding organisation approvals | * Awarding organisation approval documents
* Approval as Accredited IQA with the awarding organisation
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| 2 | Overview | * Extract from Directory or print-out from internet
* Page of text outlining the programme and progression route

e.g. term 1 - award, term 2 - certificate, diploma* List of units with GLH and credit value
* Class Profile form or text explaining the type of learners
* Table showing the units, Assessors, IQA
* **IQA checklist** from the IQA of Assessment Centre Handbook
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| 3 | IQA strategy & sampling plans | * IQA Sampling Strategy form
* Text explaining why you do what you do and when
* Ensure this includes the model of IQA used e.g. each Assessor IQAs the assessment decision of another Assessor
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| 4 | CVs | * If you only have a small team it would be good to have these in the file, if you feel there are too many, then you may want to put them on a USB stick so that the external reviewer can see them quickly
* Awarding organisation or SSC Assessment Strategy outlining the requirements for Assessors and IQAs
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| 5 | Assessor / IQA induction & training needs identified record plus development plans | If you have no new staff – you should still have a mechanism for identifying training needs – the College form is useful for this |

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| 6 | Awarding Organisation registrations | * List of learners with registration numbers
* Copy of registration confirmation from awarding organisation
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| 7 | Assessment | * Assessment / Assignment Schedule / Plan showing when the assignments will be issued and expected in
* Course / Programme Handbook or information sheets for learners showing units, assignments and information given about appeals, plagiarism late submission, resubmission and extenuating circumstances
* Course Planner to show that all aspects of the specification will be covered in delivery, where E&D is embedded and when assessment will take place
* List of assignments and dates of IQA prior to issue – need to be able to check that all assignments have been done
* Please include all assignments and the IQA of assignment brief form for each – if they are too numerous; put them in a second file or on a USB stick
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| 8 | IQA sampling of assessment | * IQA sampling of assessment forms
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| 9 | IQA observations of assessment | * Only currently required for NVQ programmes but good practice to do, especially peer observations
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| 10 | IQA learner interviews | * Only currently required for NVQ programmes but good practice to collect course level satisfaction, as the College surveys only produce results at programme area level
* Could also take notes from “focus group” type discussion perhaps during tutorial or ask learners for a “reflection” on their programme of study
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| 11 | Minutes of meetings and standardisation activities | * Schedule of meetings
* Minutes of meetings / records of standardisation activities
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| 12 | Tracking of progress documents | * Spread sheet or table showing learners’ progress through the units and where relevant, grades achieved
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| 13 | External awarding organisation reports | * Recent reports plus evidence of addressing any actions
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| 14 | Applications for certification | * Copy / print outs of the documentation passed to Exams to claim
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| 15 | Evaluation of assessment & IQA of assessment including learnerviews | * Required as part of course self-assessment process
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