

[Unique Reference Number]

Externally monitor and maintain the quality of assessment



Overview

This standard is about monitoring assessment processes and decisions from outside an organisation, and helping to maintain and improve relevant quality assurance systems.

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Performance criteria

- You must be able to:*
- P1 plan, communicate and establish procedures for the external monitoring of quality assurance systems as required
 - P2 check that internal quality assurance systems and administrative arrangements meet current requirements
 - P3 check that staffing and staff competence, assessment arrangements, methods and decisions meet requirements
 - P4 provide advice and support to help improve internal quality assurance and assessment arrangements and practices
 - P5 work with others to ensure the standardisation of assessment practice and outcomes
 - P6 follow the agreed procedures when internal quality assurance and assessment arrangements and practices do not meet requirements
 - P7 follow agreed procedures for the recording, storing, reporting and confidentiality of information

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Knowledge and understanding

You need to know and understand:

- K1 the key concepts and principles of assessment
- K2 the key concepts and principles of quality assurance
- K3 the role of the assessor and internal quality assurance staff and the current relevant requirements to undertake these roles
- K4 the current requirements that must be met for internal and external quality assurance
- K5 the current requirements that must be met for internal assessment arrangements and practices
- K6 how to monitor and evaluate internal quality assurance arrangements and practices, including the use of technology
- K7 how to monitor and evaluate internal assessment arrangements and practices, including the use of technology
- K8 the procedures to follow when internal quality assurance and assessment arrangements do not meet requirements
- K9 the types of support and advice that organisations need on internal quality assurance and assessment arrangements and practices
- K10 the importance of providing consistent support and advice that follows agreed guidance and requirements
- K11 how to adapt monitoring and evaluation approaches in relation to customer need without compromising standards
- K12 issues related to equality, diversity and if relevant, bilingualism, that may affect assessment and quality assurance and how to address these
- K13 different methods of providing appropriate support and advice in line with own organisation's guidance
- K14 record keeping procedures relating to external quality assurance
- K15 the requirements for information management relating to external quality assurance
- K16 the requirements for data protection and confidentiality in relation to external quality assurance
- K17 the value and purpose of continuing professional development for assessment and quality assurance practitioners

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Additional Information

Please visit the website link to access the NOS suite including the Introduction, which contains valuable context and background information for this suite of NOS.

<http://webarchive.nationalarchives.gov.uk/20110414152025/http://www.lluk.org/standards-and-qualifications/standards/learning-and-development-national-occupational-standards/>

Glossary

Assessment method

Ways of measuring learning and development, for example, observation, questioning, checking products of work, setting assignments

Equality

A state of fair treatment that is the right of all people regardless of differences in, for example, culture, ability, gender race, religion, wealth, sexual orientation, or any other group characteristic

Diversity

Acknowledging that each individual is unique, and recognizing our individual differences in, for example, culture, ability, gender, race, religion, wealth, sexual orientation, or any other individual characteristic

Staff competence

This could include holding an assessor qualification and/or being expert in the subject being assessed

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