

# New content on SmartScreen!

Level 3 & 4 Awards & Certificates in  
Assessment and Quality Assurance (6317)



## Level 3 & 4 Awards & Certificates in Assessment and Quality Assurance (6317)

### **There are 6 units in total:**

- Unit 301: Understanding the principles and practices of assessment
- Unit 302: Assess occupational competence in the work environment
- Unit 303: Assess vocational skills, knowledge and understanding
- Unit 401: Understanding the principles and practices of internally assuring the quality of assessment
- Unit 402: Internally assure the quality of assessment
- Unit 403: Plan, allocate and monitor work in own area of responsibility and greywater **re-use systems**

Solution:

TRANSACTIONAL ANALYSIS

RESOURCES

CHIEF FINANCIAL OFFICER

WORKPLAN

CONSTRAINTS

OBJECTIVES

SUCCESS

SKILLS

SmartScreen.co.uk  
Dedicated online support

## Understanding the principles and practices of

### and practices of assessment

Place these stages of assessment in the correct order:

1. Assessment decision and feedback
2. Assessment planning
3. Assessment activity
4. Review of progress
5. Initial assessment

are the theories that  
practice. For example:

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assessment process and the

ty: ensuring all  
es embrace equality and  
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ne assessment process is honest, objective and moral, and takes  
dentiality and integrity



The content for this qualification has a particular focus on bringing clarity to assessors and candidates, and is brimming with useful sample schemes of work, handouts, templates, assignments, revision tools and much more...

# Unit support materials

## Support for the units includes:

- Sample scheme of work (for each unit and holistically for the assessor units 301/302/303 and the IQA units 401/402)
- Individual learning plan
- Evidence reference record (with example evidence mapped to the assessment criteria)
- Activities
- Revision activities
- Handouts
- Assignment and professional discussion or observation checklist and professional discussion designed to meet the assessment criteria
- Assessment guidance



## Example: Handout

SmartScreen  
Level 3 & 4 Awards & Certificates in Assessment and Quality Assurance (6317) Unit 401 Handout 9

### **Unit 401: Understanding the principles and practices of internally assuring the quality of assessment** **Handout 9: Principles and practices of internal quality assurance**

Internal quality assurance (IQA) should ensure the quality of learning, reliability of assessment decisions, be fair to all learners and uphold the credibility of the qualification and organisation. Quality assurance is therefore a system of maintaining and improving standards and should be included from the planning stage through to completion of the programme. Evaluation should take place through all aspects of assessment and quality assurance to identify actions which can improve the programme for the future.

Systems should be in place such as IQA policy, procedure and strategy, along with supporting documentation and records to allow a thorough audit trail. There might also be codes of practice to follow eg from external awarding organisations.

All factors relating to quality assurance should be taken into account. These include ensuring that:

- quality assurance systems are fit for purpose and do actually monitor the quality of the learner journey
- quality assurance sampling is planned for and carried out throughout the learner journey and not just at the end of assessment

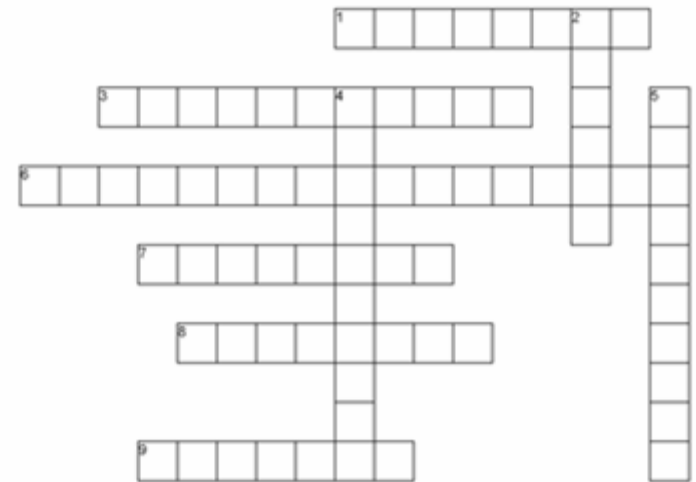
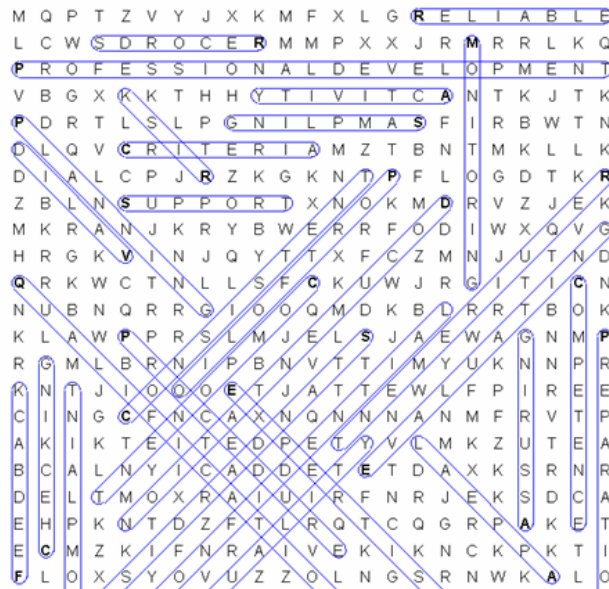


## Example: Revision activities

### Unit 402: Internally assure the quality of assessment

#### Wordsearch

#### Answer guide



#### ACROSS

- 1 Sampling one unit across assessors is known as .... sampling
- 3 Standardisation of practice helps ensure... between assessors
- 6 Record keeping must be in accordance with the ..... (3 words)
- 7 The key to ensuring a good IQA system is to have a ....
- 8 A key concept of IQA is that assessed work should be valid and ....
- 9 The 'M' in CAMERA stands for...

#### DOWN

- 2 If a learner has a dispute with an assessment decision they can ....
- 4 Sampling which is related to an activity such as witness testimonies is known as .... (2 words)
- 5 Assessed work should be internally and ... sampled

## Example: Assignment

SmartScreen  
Level 3 & 4 Awards & Certificates in Assessment and Quality Assurance (6317) Unit 401 Assignment

### Unit 401: Understanding the principles and practices of internally assuring the quality of assessment

#### Assignment

Candidate IQA		Date completed	
TAQA assessor		Learning outcomes	1,2,3,4,5,6

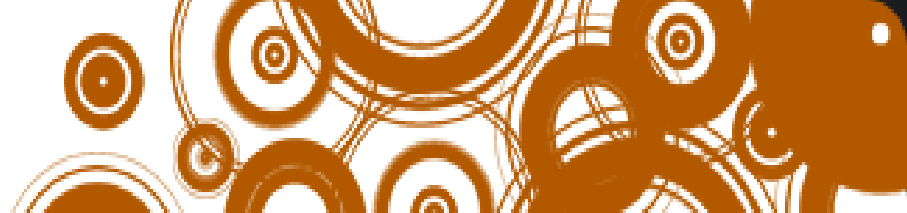
Answer the following 10 questions, making reference in your responses to your actual or anticipated:

- assessors
- organisation
- specialist subject (i.e. the subject that you would IQA)
- internal quality assurance practice

You may be able to give verbal responses rather than written responses if this is agreed in advance with your assessor. If so, they will need to document and/or record your responses.

The assessment criteria (AC) for unit 401 which are not covered by this assignment can be met by a professional discussion with your assessor, written statements or responses to oral questions.

There is no word count for your responses; however, you might like to refer to the evidence



## Example: Evidence reference record

### Unit 303: Assess vocational skills, knowledge and understanding

#### Evidence reference record

<b>Candidate assessor</b>		<b>Assessor</b>								
<b>Unit</b>	303: Assessing vocational skills, knowledge and understanding	<b>Learning outcomes</b>	1	2	3	4				

<b>Evidence</b>	<b>Ref no</b>	<b>Location*</b>	<b>Assessment criteria met</b>							
Learner 1 - assessment 1 (work products eg assessment plan, resources, decision, feedback)										
Learner 1 - assessment 2 (work products eg assessment plan, resources, decision, feedback)										
Learner 2 - assessment 1 (work products eg assessment plan, resources, decision, feedback)										
Learner 2 - assessment 2 (work products eg assessment plan, resources, decision, feedback)										
TAQA observation checklists Learners 1 & 2 (4 assessments in total)			1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.6	3.1	4.1, 4.2				
Professional discussion			1.1, 1.2	2.3, 2.4, 2.5	3.1, 3.2, 3.3	4.2, 4.3, 4.4				
Questioning record										
Written statement										
Oral statement										
Witness testimony										



## Example: Observation checklist

<b>Assess. Criteria</b>	<b>Actions Did the candidate:</b>	<b>YES NO N/A</b>	<b>What the candidate did that confirmed competence</b>
1.1	Explain the context in which the IQA work was to be undertaken by his/herself and his/her team members?		
1.2	Identify staff competence and the resources required for the IQA activities?		
1.3	Examine the priorities of the organisation and the IQA activities, along with the success criteria needed to achieve them, and convey this to the team?		
1.4	Produce an effective work plan for his/her area of responsibility which all the team agree with?		
2.1	Identify team members' responsibilities to carry out the identified activities, and allocate these fairly?		
2.2	Agree SMART objectives with team members to achieve the activities?		
3.1	Identify and discuss ways to monitor the progress and quality of team members' activities?		
3.2	Provide constructive feedback to team members regarding progress towards the agreed activities?		

## Additional support for the overall qualification

- Recommended book and website lists
- Glossary and FAQs
- Guidance for delivering and assessing the units
- Guidance for session planning
- Guidance for using different assessment methods
- Allocation of staff to assessor candidate
- Allocation of staff to IQA candidate
- Mapping tables for the units
- Level descriptors
- Best practice checklist
- Generic skill scan
- Assessor level 3 certificate skill scan
- IQA level 4 award skill scan
- Assessment tracking sheet
- Summary of achievements assessor units
- Summary of achievements IQA units
- Assessment plan/decision/feedback record
- Professional discussion
- Questioning record

**Plus much more...!**

**For more information please email:**

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