

Assessment and Internal Quality Assurance Policy

Revised: 1 April 2026

Next Revision Due: 1 April 2027

1. Policy Statement

Footprint School of Business (FSOB) is committed to ensuring that all assessment and internal quality assurance (IQA) practices are valid, reliable, fair, transparent, and consistent, in full compliance with the requirements of NCFE and relevant regulatory bodies.

This policy ensures that:

- Assessment decisions are accurate and standardised
- Learners are treated fairly and equitably
- Internal Quality Assurance processes support continuous improvement
- Assessment staff are appropriately qualified and monitored

2. Scope

This policy applies to:

- All NCFE qualifications delivered by FSOB
- All staff involved in assessment and IQA (Assessors, IQAs, Lead IQA)
- All learners registered on NCFE programmes

3. Principles of Assessment

FSOB ensures that all assessments are:

- **Valid** – Assess what they are intended to measure
- **Authentic** – Learner's own work
- **Reliable** – Consistent across assessors
- **Current** – Reflect up-to-date knowledge/skills
- **Sufficient** – Meet all learning outcomes and criteria

4. Assessment Strategy

Each qualification delivered at FSOB will have a clearly defined Assessment Strategy, which includes:

4.1 Assessment Methods

- Written assignments
- Case studies
- Professional discussions
- Observations (where applicable)
- Portfolio of evidence

4.2 Assessment Planning

- Assessment schedules are shared at induction
- Deadlines are clearly communicated
- Opportunities for formative feedback are built in

4.3 Feedback to Learners

- Constructive, developmental, and timely
- Clearly linked to assessment criteria
- Supports learner progression

5. Roles and Responsibilities

5.1 Assessors

- Plan and deliver assessments
- Make valid assessment decisions
- Provide timely feedback
- Maintain accurate assessment records

5.2 Internal Quality Assurers (IQAs)

- Monitor assessment decisions
- Conduct sampling and standardisation
- Provide feedback to assessors

- Identify training needs

5.3 Lead IQA

- Develop and implement IQA strategy
- Ensure consistency across programmes
- Liaise with External Quality Assurers (EQA)
- Oversee standardisation activities

5.4 Centre Management

- Ensure adequate resources and staffing
- Support staff development
- Monitor quality assurance effectiveness

6. Internal Quality Assurance (IQA) Strategy

FSOB operates a robust IQA strategy to ensure consistency and compliance.

6.1 Objectives

- Ensure consistency of assessment decisions
- Support assessor development
- Identify and mitigate risks
- Maintain compliance with NCFE standards

6.2 Key Components

- Risk-based sampling
- Standardisation meetings (minimum quarterly)
- Assessor observation
- Feedback and action planning
- Continuous professional development (CPD)

7. Standardisation

- Conducted at least **quarterly**
- Includes review of assessment decisions

- Ensures consistency across assessors and units
- Documented with action points

8. Assessor and IQA Requirements

All staff must:

- Hold or be working towards relevant teaching/assessing/IQA qualifications
- Have occupational competence
- Engage in continuous professional development (CPD)

9. Record Keeping

FSOB maintains accurate records of:

- Assessment decisions
- IQA sampling activities
- Feedback to assessors and learners
- Standardisation meetings

Records are:

- Securely stored
- Available for EQA review
- Retained in line with data protection regulations

10. Malpractice and Maladministration

- All suspected cases are investigated in line with FSOB policy
- Reported to NCFE where required
- Outcomes documented and actions implemented

11. Appeals

Learners have the right to appeal assessment decisions:

- Stage 1: Assessor review

- Stage 2: IQA review
- Stage 3: Escalation to NCFE

12. Continuous Improvement

FSOB uses:

- Learner feedback
- Assessor feedback
- IQA reports
- EQA reports

to inform:

- Quality Improvement Plans (QIP)
- Staff training
- Policy updates

13. Review

This policy is reviewed annually or in response to:

- NCFE updates
- Regulatory changes
- Internal quality findings

FSOB Internal Quality Assurance Sampling Plan

1. Sampling Strategy Overview

FSOB adopts a **risk-based sampling approach**, ensuring that:

- All assessors are sampled
- All units and assessment methods are covered
- Sampling reflects risk levels

2. Sampling Objectives

- Ensure accuracy of assessment decisions
- Maintain consistency across assessors
- Identify training and development needs
- Ensure compliance with NCFE standards

3. Sampling Plan Structure

3.1 Sampling Dimensions

Sampling will cover:

Area	Requirement
Assessors	100% sampled
Learners	Representative sample
Units	All units sampled over cycle
Assessment methods	All methods included
Risk levels	High, Medium, Low

4. Risk-Based Sampling Model

4.1 Risk Categories

Risk Level	Criteria	Sampling Rate
High Risk	New assessor, new qualification, previous issues	100%
Medium Risk	Some experience, minor issues	50%
Low Risk	Experienced, consistent performance	25%

5. Sampling Plan Example (Per Cohort)

Assessor	Risk Level	Learners	Sample Size	Units Covered	IQA Activity
Assessor A	High	10	10 (100%)	All	Pre, Mid, Final
Assessor B	Medium	12	6 (50%)	Key units	Mid, Final
Assessor C	Low	16	4 (25%)	Rotational	Final

6. Types of Sampling

6.1 Interim Sampling

- Early stage of assessment
- Checks assessment decisions and feedback

6.2 Mid-Point Sampling

- Ensures consistency and progress

6.3 Final Sampling

- Confirms validity before certification

7. Sampling Methods

- Random sampling
- Targeted sampling (high-risk learners/units)
- Holistic sampling (full learner portfolios)

8. IQA Activities

- Review of learner evidence

- Feedback to assessors
- Observation of assessment practice
- Standardisation meetings

9. Documentation

Each sampling activity must include:

- Sampling plan
- Sampling records
- IQA feedback forms
- Action plans

10. Assessor Support and Development

- Individual feedback sessions
- CPD planning
- Mentoring for new assessors

11. Standardisation and Review

- Quarterly standardisation meetings
- Annual review of sampling strategy
- Adjustments based on EQA feedback

12. EQA Readiness

Sampling ensures:

- Evidence is available for EQA
- Assessment decisions are justified
- Continuous improvement is demonstrated

13. Monitoring and Evaluation

The Lead IQA will:

- Monitor sampling effectiveness
- Adjust risk levels
- Report to senior management

14. Review of Sampling Plan

Reviewed:

- Annually
- After EQA visits
- Following identified risks