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| Unit: | Internally Assure the Quality of Assessment  L4 CV6 |
| Ofqual Unit Reference Number: | **A/601/5321** |
| Unit Review Date: | **31/05/2017** |

| **LEARNING OUTCOMES** | **ASSESSMENT CRITERIA** | **EVIDENCE LOCATION** |
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| **The learner will:** | **The learner can:** |  |
| 1. Be able to plan the internal quality assurance of assessment | * 1. Plan monitoring activities according to the requirements of own role   2. Make arrangements for internal monitoring activities to assure quality |  |
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| 1. Be able to internally evaluate the quality of assessment | * 1. Carry out internal monitoring activities to quality requirements   2. Evaluate assessor expertise and competence in relation to the requirements of their role   3. Evaluate the planning and preparation of assessment processes   4. Determine whether assessment methods are safe, fair, valid and reliable   5. Determine whether assessment decisions are made using the specified criteria   6. Compare assessor decisions to ensure they are consistent |  |
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| 1. Be able to internally maintain and improve the quality of assessment | * 1. Provide assessors with feedback, advice and support, including professional development opportunities, which help them to maintain and improve the quality of assessment   2. Apply procedures to standardise assessment practices and outcomes |  |
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| 1. Be able to manage information relevant to the internal quality assurance of assessment | * 1. Apply procedures for recording, storing and reporting information relating to internal quality assurance   2. Follow procedures to maintain confidentiality of internal quality assurance information |  |
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| 1. Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment | * 1. Apply relevant policies, procedures and legislation in relation to internal quality assurance, including those for health, safety and welfare   2. Apply requirements for equality and diversity and, where appropriate, bilingualism, in relation to internal quality assurance   3. Critically reflect on own practice in internally assuring the quality of assessment   4. Maintain the currency of own expertise and competence in internally assuring the quality of assessment |  |
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**Evidence Requirements**

Evidence of practical ability must be demonstrated.

**Final Tutor Feedback (Strengths and Areas for Improvement):**

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Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner’s work fully meets all the assessment criteria listed above at the correct level and that any specified evidence requirements have been addressed.

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| **Assessor** |  | **Learner** |  | **Date** |  |