



Internal Quality Assurance (IQA) Policy

**Adopted by the Governing Body
Autumn Term 2025**

Internal Quality Assurance (IQA) Policy

Ysgol Penrhyn Dewi VA

1. Purpose of the Policy

The purpose of this policy is to ensure that all internally assessed qualifications offered at Ysgol Penrhyn Dewi VA are:

- Delivered and assessed to the highest standards
- Standardised and quality assured consistently across subjects
- Compliant with the requirements of awarding organisations and regulatory bodies such as Qualifications Wales
- Fair, valid, and reliable for all learners

This policy applies to all qualifications that require internal quality assurance processes, including GCSEs, BTECs, WJEC Vocational Awards, City & Guilds, and other vocational or competency-based programmes.

2. Aims

Our IQA policy aims to:

- Ensure all assessment decisions are valid, consistent, and fair
- Monitor assessor performance and provide professional support
- Promote continuous improvement in teaching, learning, and assessment
- Provide accurate, reliable evidence to awarding bodies
- Support learners in achieving recognised qualifications through robust assessment practices

3. Roles and Responsibilities

Senior Leadership Team (SLT):

- Approves the IQA policy and oversees implementation
- Ensures sufficient resources and time are allocated for assessment and IQA

Quality Nominee / Lead Internal Verifier (LIV):

- Acts as main contact for the awarding body
- Ensures all IQA processes are implemented consistently across departments
- Coordinates standardisation meetings
- Submits required documentation and samples

Internal Quality Assurers (IQAs):

- Plan and carry out internal verification activities
- Sample a representative range of assessments (different learners, assessors, and levels)
- Provide constructive feedback to assessors
- Monitor consistency of assessment decisions
- Identify training and development needs

Assessors / Teachers:

- Deliver assessment as per qualification specifications
- Maintain accurate records of learner progress
- Ensure learners receive timely feedback
- Liaise with IQA to ensure compliance with internal verification procedures
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Examinations Officer:

- Supports registration and certification processes
- Communicates with awarding organisations where needed

4. Key Processes and Standards**Assessment Planning:**

- Schemes of work and assessment plans are created and shared with IQA
- Clear timelines for delivery, assessment, and internal verification

Sampling:

- IQA samples must cover a range of:
 - Assessors
 - Units
 - Assessment methods
 - Learner ability levels
- Minimum sampling requirements are met in accordance with the awarding body guidance

Standardisation:

- Regular standardisation meetings take place to ensure consistent assessment decisions
- All assessors and IQAs must attend and record participation
- Assessment materials and learner work are reviewed and discussed

Feedback:

- IQAs provide written and verbal feedback to assessors
- Action points are agreed and recorded where required
- Follow-up verification is carried out where issues are identified

Record Keeping:

- All records of assessment, feedback, sampling, and standardisation are securely maintained for the duration specified by the awarding body

5. Malpractice and Appeals

- All staff and learners are made aware of the centre's Malpractice and Appeals Policies
- Any suspected malpractice is reported and investigated in line with JCQ and awarding body procedures

6. Monitoring and Review

- The IQA process is reviewed annually by the Quality Nominee and SLT
- Any updates from awarding bodies are incorporated promptly
- The policy is reviewed annually and approved by the governing body

7. Equality and Inclusion

- All assessment and internal quality assurance procedures are conducted in line with the school's Equality and Diversity Policy
- Reasonable adjustments are made in accordance with JCQ and awarding body guidance



8. Policy Review Dates

Reviewed by	Date	Notes
Quality Nominee	[Insert]	Initial policy creation
SLT Approval	[Insert]	Approved for implementation
Next Review	[Insert]	Annual cycle

Signed:

Headteacher:

Chair of Governors:

Quality Nominee:

Date:

