



# **Quality Assurance Model for Regulated Qualifications and Endorsed Learning Programmes (ELP)**

August 2017 | Version 2.0  
Policy authorised by Responsible Officer

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## 1.0 Introduction

OTHM recognises the importance of establishing and retaining standardisation of assessment requirements across subjects and levels and these regulations serve as the framework for standardisation.

Both Internal and External Quality Assurance staff are required to conduct their work in line with this model.

## 2.0 Internal Quality Assurance (IQA) Sampling

The IQA should select a sample so that it includes:

- Assessment decisions made by each assessor
- Assessment decisions for both the internal and external components of the specifications (where applicable)
- Each assessment method
- Learner work across all levels and all units
- Learner work that reflects unit claims
- Each assessment site, including employer’s workplaces (where applicable)

The IQA should expand their sampling model in the following circumstances:

- Assessment decisions made by new assessors
- Where new specifications or new units are assessed
- Work where there is cause for concern that assessment decisions are not in line with the requirements of the qualification specification

Total Entries	Total Sample Per assessment or portfolio
Up to 6 assignments	All assessments should be sampled
11 – 20	50%, based on the criteria listed above
Above 20	25%, based on the criteria listed above
Unitised sample	All units submitted to be sampled for each assessor

In addition, the IQA should standardise the assessment decisions made by all assessors. This should be carried out during a standardisation meeting. The standardisation meeting must be documented and made available to OTHM on Request.

Where a centre is using an existing internal quality assurance process and sampling strategy, this should be agreed with OTHM through the EQA.

If the centre decides that simulation is the most appropriate method of assessment, this should be validated against the requirements of the unit specification and agreed with the EQA prior to the simulation taking place.

### 3.0 External Quality Assurance (EQA) Sampling

External quality assurance may be conducted only at centres where there is an internal quality assurance system approved by OTHM. The internal quality assurance records must be made available on the day of the EQA visit.

External quality assurance sampling must include a sample of learners' evidence from:

- Assessment decisions made by each assessor
- Assessment decisions for both the internal and external components of the specifications (where applicable)
- Each assessment method
- Learner work across all levels and all units
- Learner work that reflects unit claims
- Each assessment site, including employer's workplaces (where applicable)
- Where there is opportunity to observe an observed session, this should be taken. Centres are encouraged to use video evidence where this is appropriate.
- Claims for RPL, including exemptions and equivalencies and any borderline portfolios of concern to the centre.

If the centre has identified simulation as the preferred assessment method this should be validated against the requirements of the unit specification and agreed with the EQA prior to the simulation taking place.

Sampling Model for all qualifications	
Up to 10	All assessment should be sampled
11 above	Square root of the remainder
Unitised claims	All units submitted to be sampled for each assessor
If quality cannot be assured from the sample selected then 100% sampling of all work should be undertaken	

The EQA sample can be extended if any cause for concern is noted from the original sample.

### 4.0 Customised Qualifications

The same model applies as above, in all cases except where a specific, different model is set out in the particular customised qualification specification.

### 5.0 Policy review date

July 2018

## 6.0 Useful contacts

For more information on OTHM qualifications and services please visit the website: [www.othm.org.uk](http://www.othm.org.uk). Alternatively, call at: +44(0)20 7118 4243 or email at: [info@othm.org.uk](mailto:info@othm.org.uk)

End of policy