

# Heworth Grange



## Policy Document

### Policy: Quality Assurance (BCS)

Date: September 2017

- Heworth Grange Comprehensive School is committed to Quality Assurance and believes it is an integral part of the Centre's processes.
- The focus of the Centre is on candidates with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by Mr Stephen Davidson (Assistant Head Teacher)
- An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking.
- Internal Verification is carried out on an on-going basis.
- All cases of borderline achievement are Internally Verified.
- At least 10% of other assessments are checked across all markers and modules.
- Where a new marker is assessing, all work is double marked until the Centre Manager is satisfied with the standard.
- All new invigilators are observed conducting at least one assessment to ensure that regulations are followed.
- Existing invigilators should be observed conducting an assessment at least once per year.
- Information from the awarding body is disseminated to all members of staff involved in assessing.
- Heworth Grange's policy for Equal Opportunities is followed and monitored.