



Quality Assurance Procedure

The requirement for The Hamble School's Quality Assurance procedure is detailed below:

- ☐ The procedure must set out:
 - the purpose of the procedure
 - who it's intended for
 - who owns it
 - when it will be reviewed
- ☐ The Hamble School is committed to Quality Assurance and believes it is an integral part of the school's processes.
- ☐ The focus of the school is on students 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 the Headteacher and Leadership Team.
- ☐ All staff involved in the administration and / or assessment of qualifications will have undergone relevant training to their role
- ☐ All new invigilators are required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed.
- ☐ Existing invigilators will be observed conducting an assessment at least once a year.
- ☐ Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- ☐ The Hamble School's policy for Equal Opportunities is followed and monitored.
- ☐ For manual testing and evidence based assessment:
 - 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 teacher is assessing, all work is double marked until the Assistant Headteacher is satisfied with the standard.
 - Internal Verification is recorded on Student work and records and on central recording systems.

This policy will be kept under review and revised every year.

September 2018