



Midsomer Norton
Schools Partnership



**SOUNDWELL
ACADEMY**

INCLUDE · RESPECT · NURTURE · PROMOTE · INNOVATE

Internal Quality Assurance Policy

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Craig Abbs (Headteacher)	
Date of next review	January 2026

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Introduction:

Quality Assurance is a vital step of school self-evaluation. The outcome of quality assurance will contribute to enhancing the quality of teaching and learning, by allowing for the provision of consistent and high-quality assessment, improving pupil progress and levels of attainment.

At Soundwell Academy, quality assurance is also intended to identify training and development needs, ensure school policy is being implemented and encourage reflection and innovation. Quality assurance should be open, transparent and supportive with an appropriate balance between line management and/or external quality assurance and individual/internal self-evaluation.

The following section provides clear guidance and protocols for the main types of quality assurance that are regularly used at Soundwell Academy.

This policy aims to ensure consistency, quality and fairness of marking, grading and the overall assessment of learner work. The assessment and internal quality assurance policy is in place to guide assessment practice to ensure that, where applicable, all assessment decisions meet national standards and contribute to learner achievement. This policy aims to:

- Provide high-quality and consistent assessment and internal quality assurance (IQA) practice across all Soundwell Academy courses for all learners within an auditable framework of assessment and moderation/internal quality assurance, as appropriate
- Meet the requirements placed upon Soundwell Academy by awarding and regulatory bodies, including JCQ, and the expectations linked to relevant quality frameworks such as the Ofsted Education Inspection Framework and the QAA UK Quality Code
- Promote a framework for fair, accurate and timely assessment that enables Soundwell Academy learners to complete and submit work for assessment in ways that reflect good academic practice and the values of the academy's Equality and Diversity Policy.
- Promote standards of feedback that aid learner progress and achievement.

The role of the Internal Quality Assurer (IQA):

The IQA is responsible for ensuring the quality and consistency of internal assessments within the centre. They will meet the requirements and hold the appropriate qualifications/experience specified by the awarding body to effectively undertake the role. They will fully understand the content, structure, and assessment requirements of the relevant awarding body. Sufficient time must be allocated for effectively completing IQA duties.

The IQA will ensure that:

- Learner evidence is sampled regularly and feedback is given to assessors.
- Learners requiring access to assessment are identified and their needs are properly met.
- Awarding body requirements are being fully met and assessment grades awarded are fair and consistent.
- Feedback to assessors and any recommended actions to be taken are recorded.

Soundwell Academy's Internal Quality Assurance Strategy:

The IQA will collaborate with the exam/assessment team and assessors in creating a quality assurance process that works effectively for Soundwell's centre type whilst also complying with the relevant awarding/regulatory body guidelines.

Sampling of work:

Assessors will be regularly sampled. New assessors will be sampled more frequently per awarding body requirements. Due to Soundwell's small cohort, all learners will be sampled.

Standardising Assessment:

Standardisation meetings will be held as appropriate to support assessors. These meetings will allow assessors to share any issues concerns or best practices to ensure that decisions are fair and consistent across programmes and assessments. The IQA will ensure that any actions or solutions identified within these meetings are shared with all assessors, implemented and monitored to ensure compliance.

Development and Support for Assessors:

Assessors will be briefed on learners, and course specifics/requirements and given a set of standards for the programme that they will be assessing. All assessment records will be monitored by the IQA/LIV. Assessors will attend weekly support meetings to discuss challenges and identify any potentially useful training or personal development including any awarding body-led e-learning or training sessions.

Managing Procedures and Documentation:

All assessments, including internal and external verification records, will be securely stored at the centre and will be managed per centre data protection guidelines.