

## Quality Assurance Procedure

Reviewed: November 2016  
Next review: September 2017

Ark William Parker  
Academy



Ark William Parker Academy will adhere to the Quality Assurance procedure detailed below:

- Ark William Parker Academy is committed to Quality Assurance and believes it is an integral part of our processes.
- The focus of Ark William Parker Academy is on Learners 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 our Centre Manager.
- 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 required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators should be observed conducting an assessment at least once a year.
- Internal Verification is recorded on Learner work and records and on central recording systems.
- Information from the awarding body is disseminated to all members of staff involved in assessing.
- The organisation's policy for Equal Opportunities is followed and monitored.