

**Learner Unit Achievement Checklist**

**SEG Awards Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice**

**610/5790/3**

###### SEG Awards Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/601/5322 Understanding the Principles and Practices of Externally Assuring the Quality of Assessment - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse the functions of external quality assurance of assessment in learning and development.  **1.2** Evaluate the key concepts and principles of external quality assurance of assessment.  **1.3** Evaluate the roles of practitioners involved in the quality assurance process.  **1.4** Explain the regulations and requirements for external and internal quality assurance in own area of practice. |  |  |  |  |
| **2.1** Evaluate the importance of planning and preparing external quality assurance activities.  **2.2** Explain what an external quality assurance plan should contain.  **2.3** Summarise the preparations that need to be made for external quality assurance activities, including: Information collecting Communication Administrative arrangements Resources.  **2.4** Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards. |  |  |  |  |
| **3.1** Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices.  **3.2** Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices.  **3.3** Evaluate different techniques for externally sampling evidence of assessment, including those that use technology. |  |  |  |  |
| **4.1** Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment.  **4.2** Evaluate standardisation requirements relevant to the external quality assurance of assessment.  **4.3** Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements.  **4.4** Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment. |  |  |  |  |
| **5.1** Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance. |  |  |  |  |
| **6.1** Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare.  **6.2** Critically compare different ways in which technology can contribute to external quality assurance.  **6.3** Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment.  **6.4** Explain the value of reflective practice and continuing professional development in relation to external quality assurance. |  |  |  |  |

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| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

If chosen for sampling, Internal/External Moderators must complete the following:

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| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.