



<i>Policy/Procedure Title</i>	<i>Quality Assurance Procedure</i>
<i>Policy Owner</i>	<i>Deputy Principal</i>
<i>Link Governor (if any)</i>	
<i>Version No.</i>	<i>1</i>
<i>Approved by</i>	<i>Headteacher (operational policy)</i>
<i>Approved on</i>	<i>June 2017</i>
<i>Interim Management Board informed on (for Operational Policies):</i>	<i>June 2017</i>
<i>Review Cycle</i>	<i>Annually</i>
<i>Date of Next Review</i>	<i>By 31 May 2018</i>
<i>Publication Location</i>	<i>Website/curriculum drive</i>
<i>Other Related Policies (if any)</i>	<i>Exams Policy, Teaching and Learning Policy, Equality and Diversity Policy</i>

The purpose of the procedure is to set out the Quality Assurance processes at UTC Cambridge. The procedure is intended for all staff.

- UTC Cambridge is committed to Quality Assurance and believes it is an integral part of the UTC Cambridge's processes.
- The focus of UTC Cambridge 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 the Headteacher, who is the quality assurance representative.
- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- All new invigilators will be observed during their first test session 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.
- UTC Cambridge's Equality and Diversity Policy 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 marker is assessing, all work is double marked until the Centre Manager (Deputy Principal) is satisfied with the standard.
- Internal Verification is recorded on Learner work and records and on central recording systems