

The IV is the key to quality control in the NVQ/QCF process. The IV has the following responsibilities:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgements

Sampling Assessments

Each IV will be responsible for determining their sample. This will be based on the following criteria:

- The number of candidates
- The types of evidence
- The number, experience and location of assessors
- The NVQ/QCF – revised standards, new units
- All units
- Problem units

Deciding the sample size should present a sufficiently accurate picture of the quality of assessment in the Centre to be confident that those decisions not sampled also meet the national standards (JAB Guidance).

The IV must look at assessment decisions of all of the team in any given period of time either by candidate cohort or by calendar. All assessors must be included in the sample but considerations such as the experience of the assessor. Experienced assessors who are consistently maintaining the standards will need less sampling than newly qualified and/or inexperienced assessors. The IV will probably need to sample the 'new' assessor's decisions for each unit in any NVQ/QCF until the IV is confident that the assessor is consistent in maintaining the relevant standard.

Where problem units have been identified these should be sampled for every assessor. The IV and the assessor need to agree the interpretation of problem aspects.

All assessment methods should be sampled to ensure that evidence requirements are being met. The IV will need to thoroughly understand the requirements of the particular NVQ/QCF in order to achieve this.

Monitoring Assessment Practice

This involves the IV observing assessors in the workplace with their candidates. The IV should aim to observe all of their assessors within a 12 month period. The assessor observation proforma must be completed following observation. Constructive and positive feedback must be given to the assessor following the observation.

Observation of the assessor will create an opportunity to liaise with candidates to determine whether their assessment needs are being met. The candidate interview proforma must be completed when candidates have been interviewed.

Standardising Assessor Judgements

The IV for each award will hold standardisation activities for their assessors. Assessors will not be allowed to practice if they fail to attend these activities and the IV will need to monitor attendance. Please see the JAB Guidance for ideas on standardisation activities.

In addition to the above responsibilities the IV has a duty to develop and support assessors and to ensure the Continuing Professional Development (CPD) of the assessment team.

The IV will be responsible for ensuring new assessors are inducted and the induction proforma is completed.

IVs will be notified of candidates undertaking the award, assessors allocated to those candidates, assessment sites and date of induction. The IV will then advise the assessor of the IV dates for each cohort of candidates.

The Lead IV for the centre will request an up to date CV, CPD log and copies of the original relevant certificates from each assessor and IV. Following an EV visit the Lead IV will disseminate the EV report to the assessment and verification team and be responsible for drawing up an action plan to deal with identified issues.

Last Reviewed: March 2017
Next Review: March 2018