



# **The Robert Napier School**

## **Quality Assurance Policy - ECDL**

### **September 2015**

The Robert Napier School is committed to Quality Assurance and believes it is an integral part of our processes.

The focus of the The Robert Napier School is on students 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. 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 Headteacher 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 student 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 Equality & Diversity is followed and monitored.