

Quality Assurance Procedure

The requirement for Wilson Stuart School Quality Assurance procedure is detailed below:

- Wilson Stuart School is committed to Quality Assurance and believes it is an integral part of the Training Providers processes.
- The focus of Wilson Stuart School 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 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.
- Wilson Stuart School policy for Equal Opportunities 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 is satisfied with the standard.
- Internal Verification is recorded on Learner work and records and on central recording systems.

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