**Extraordinary Regulatory Framework**

**IQA/Standardisation Record**

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| --- | --- |
| Centre Name |  |
| Qualification title |  |

|  |  |
| --- | --- |
| **Class IDs included in this report** | **Number of claims through the ERF** |
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**Details of Internal Quality Assurance:**

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| **Sampling/Standardisation method -** *Details of the standardisation used to check validity and accuracy of Centre Assessments Grades (CAGs), across this qualification* |
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| --- | --- | --- |
| **Do results follow a similar pattern to previous years across the qualification?****Are these comparable with the learners’ previous achievements?**Provide rationale if there are any diversions from usual patterns below: | Yes [ ]  Yes [ ]   | No [ ] No [ ]  |
|  |

|  |  |
| --- | --- |
| List the key staff members involved in the process and their roles. |  |
| Provide rationale for how CAGs will be valid and fulfil qualification/unit requirements. |  |
| Outline key risks regarding the process and Centre mitigations. |  |
| Other Supporting Evidence: |
|  |

**Declaration**

*(Please check the box next to each statement to confirm each step has been completed)*

I can confirm that:

|  |  |
| --- | --- |
| * All results and learner details have been checked and are correct
 |  |[ ]
| * Where more than one Tutor/Assessor was responsible for teaching or assessing a unit or qualification at a particular level, they worked together to standardise their judgement
 |  |[ ]
| * I am confident the CAGs honestly and fairly represent learner achievement, if they had completed their assessments as planned
 |  |[ ]
| * The CAGs for these learners are submitted by staff members who have experience of teaching the specific units to these learners
 |  |[ ]
| * Relevant evidence and standardisation notes/minutes have been retained to support the quality assurance process and may be subject to audit by Ascentis at a later date
 |  |[ ]
| * Quality assurance of the overall calculated result: comparison to historic centre outcomes, entries and certification data has been carried out
 |  |[ ]
| IQA name(s): | Signature(s): | Date: |
|  |  |  |

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| **Head of Centre Declaration** |
| **I confirm that these Centre Assessment Grades (CAGs) have been checked for accuracy and (where possible) reviewed by a second member of staff. These CAGs are accurate and represent the objective and professional judgements made by my staff, and the entries are appropriate for each learner. Having reviewed the relevant processes and data, I am confident the CAGs honestly and fairly represent results the learners would have achieved, had their assessments been completed as planned. These CAGs have not been disclosed to either the learners or their parents/guardians. I understand that Ascentis will conduct a quality assurance review to consider whether the profile of results submitted is substantially different from what might have been expected, based on the Centre’s historical results and prior attainment of this year’s learners. I understand that Ascentis may request further information and/or documentary evidence to support this process. The Centre will retain evidence relating to learner CAGs for 12 months.** |
| Centre Name |  |
| Head of Centre Name |  |
| Signature |  | Date |  |