



Level 4 Award in the

**External Quality Assurance of Assessment
Processes and Practice**

Qualification Specification

Qualification Recognition Number: 603/2919/1

ABBE Qualification Code: AwardEQAAPPL418

May 19

Why this document is being revised

This document has been revised by ABBE in May 2019. A summary of the changes made to this document is, as follows:

- New address added to 1.4

This document is copyright under the Berne Convention. All rights are reserved. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the Copyright, Designs and Patents Act 1998, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, electrical, chemical, mechanical, optical, photocopying, recording or otherwise, without prior written permission of the copyright owner. Enquiries should be addressed to Awarding Body for Building Education (ABBE).

Copyright © ABBE 2019



ABBE is a wholly owned subsidiary of Birmingham City University

Contents

1. ABBE

1.1 Introduction	4
1.2 Mission statement	4
1.3 Qualification specification	4
1.4 Enquiries	4

2. Qualification Information

2.1 Qualification Purpose	5
2.2 Who can take this qualification?	5
2.3 Qualification number	5
2.4 Qualification level	5
2.5 Total Qualification Time (TQT)	5
2.6 Progression	5
2.7 Age ranges	5
2.8 Structure of qualification	5
2.9 Barred units	6
2.10 Language	6
2.11 Grading	6
2.12 Pre-course procedures	6
2.13 Qualification Review Boards	6

3. Qualification Unit(s)

3.1 Qualification unit(s)	7
---------------------------	---



ABBE is a wholly owned subsidiary of Birmingham City University

1. ABBE

1.1 Introduction

ABBE, the Awarding Body for Building Education is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions. The full range of qualifications can be found on ABBE's website.

1.2 Mission statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification specification

The aim of this specification is to provide learners and centres with information about the content of this qualification.

This specification is a live document and, as such, will be updated when required.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE
Birmingham City University
University House
15 Bartholomew Row
Birmingham
B5 5JU

Telephone: 0121 331 5174
Email: abbeenquiries@bcu.ac.uk
Website: www.abbeqa.co.uk



ABBE is a wholly owned subsidiary of Birmingham City University

2. Qualification Information

2.1 Qualification Purpose

The purpose of this ABBE Level 4 Award in the External Quality Assurance of Assessment Processes and Practice is to provide the learner with the skills, knowledge, and understanding of the principles required to maintain the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

2.2 Who could take this qualification?

There is no specific entry requirement; however, learners will need to have the minimum core skills in literacy, numeracy and IT to successfully undertake this qualification. Learners will need to achieve the minimum core requirement of personal skills in these areas.

2.3 Qualification number

ABBE Level 4 Award in the External Quality Assurance of Assessment Processes and Practice: 603/2919/1

2.4 Qualification level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 4

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 120
- Guided Learning (GL) for this qualification is: 75
- Credit Value: 12 credits

2.6 Progression

Learners who have completed the ABBE Level 4 Award in the External Quality Assurance of Assessment Processes and Practice may develop within the External Quality Assurance role.

2.7 Age ranges

Pre 16	No
16-18	No
18+	Yes
19+	Yes

2.8 Structure of the Qualification

To achieve this qualification, learners must successfully complete the two mandatory units.

Mandatory Unit			
URN	Unit Name	Credit Value	Level
T/616/8523	Understanding the principles and practices of externally assuring the quality of assessment	6	4
A/616/8524	Externally assure the quality of assessment	6	4



ABBE is a wholly owned subsidiary of Birmingham City University

2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail

2.12 Pre-course Procedures

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities. There are no pre-entry requirements for this qualification, however, it would be advantageous if you already achieved an Assessor or Internal Quality Assurance Qualification.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



ABBE is a wholly owned subsidiary of Birmingham City University

3. Qualification Unit(s)

Unit 1: Understanding the principles and practices of externally assuring the quality of assessment

Unit Reference Number: T/616/8523

Credit: 6

Level: 4

Unit Summary

The aim of this unit is to assess the knowledge and understanding a learning and development practitioner requires for the external quality assurance of assessment.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Relationship to National Occupational Standards

Learning and Development NOS Standard 12: Externally monitor and maintain the quality of assessment.

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Understand the context and principles of external quality assurance	1.1 Analyse the functions of external quality assurance of assessment in learning and development
	1.2 Evaluate the key concepts and principles of external quality assurance of assessment
	1.3 Evaluate the roles of practitioners involved in the quality assurance process
	1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice
2. Understand how to plan the external quality assurance of assessment	2.1 Evaluate the importance of planning and preparing external quality assurance activities
	2.2 Explain what an external quality assurance plan should contain
	2.3 Summarise the preparations that need to be made for external quality assurance activities, including: <ul style="list-style-type: none"> • information collection • communications • administrative arrangements • resources
	2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards
3. Understand how to externally evaluate the quality of assessment	3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices
	3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices



ABBE is a wholly owned subsidiary of Birmingham City University

and internal quality assurance	3.3 Evaluate different techniques for externally sampling evidence of assessment, including those that use technology
4. Understand how to externally maintain and improve the quality of assessment	4.1 Critically compare the types of feedback, support and advice that internal assessment and quality assurance staff may need to maintain and improve the quality of assessment
	4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment
	4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements
	4.4 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment
5. Understand how to manage information relevant to external quality assurance	5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance
6. Understand the legal and good practice requirements relating to external quality assurance	6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare
	6.2 Critically compare different ways in which technology can contribute to external quality assurance
	6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment
	6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance



Unit 2: Externally assure the quality of assessment

Unit Reference Number: A/616/8524

Credit: 6

Level: 4

Unit Summary

The aim of this unit is to assess the performance of a learning and development practitioner with responsibility for the external quality assurance of assessment - usually an external quality assurer (EQA).

The unit gives learners the opportunity to apply the principles learned from the theory in Unit 1: Understanding the Principles and Practices of Externally Assuring the Quality of Assessment.

Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

Relationship to National Occupational Standards

Learning and Development NOS Standard 12: Externally monitor and maintain the quality of assessment.

Simulation is **NOT** allowed for this unit.

Learning Outcome The learner will:	Assessment Criterion The learner can:
1. Be able to plan the external quality assurance of assessment	1.1 Plan procedures for the external quality assurance of assessment
	1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned
	1.3 Ensure arrangements and resources are in place for external monitoring and evaluation
2. Be able to externally evaluate internal quality assurance and assessment	2.1 Carry out monitoring activities to quality requirements
	2.2 Evaluate the quality of internal quality assurance systems
	2.3 Evaluate the quality of internal administrative arrangements
	2.4 Evaluate the quality of internal staffing and internal staff expertise and competence
	2.5 Determine whether assessment arrangements, methods and decisions meet quality requirements
3. Be able to maintain and improve internal quality assurance processes	3.1 Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment
	3.2 Apply procedures for the standardisation of assessment practices and outcomes
4. Be able to manage information relevant to the external quality assurance of assessment	4.1 Apply procedures for recording, storing, reporting information relating to external quality assurance
	4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance



ABBE is a wholly owned subsidiary of Birmingham City University

5. Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment	5.1 Apply policies, procedures and legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare
	5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment
	5.3 Critically reflect on own practice in externally assuring the quality of assessment
	5.4 Maintain the currency of own expertise and competence as relevant to external quality assurance





Head Office Address:

ABBE
Birmingham City University
University House
15 Bartholomew Row
Birmingham
B5 5JU

Contact:

Telephone: 0121 331 5174
Email: abbeenquiries@bcu.ac.uk
Website: www.abbequ.co.uk



ABBE is a wholly owned subsidiary of Birmingham City University