



THE MONTESSORI PARTNERSHIP

POLICY AND PROCEDURES FOR INTERNAL QUALITY ASSURANCE

Policy Statement

The Montessori Partnership's Commitment to Quality

The Montessori Partnership is committed to providing the highest quality of training and assessment to all its students, and to this end it has in place thorough and wide-reaching internal quality assurance processes.

Purpose of internal quality assurance

The purpose of internal quality assurance is to ensure that assessment delivered by an organisation and undergone by students is transparent, consistent, fair, reliable, authentic, valid, current and sufficient to establish the competence or proficiency of the learner. Assessment plays a key role in supporting our students' learning and internal quality assurance is essential for ensuring standardisation and quality in our course delivery, and rigour in our assessment processes, so that our students' achievement is fairly, securely and consistently assessed.

Specifically, in relation to summative assessment, the purpose of internal quality assurance is to ensure that the Montessori Partnership's published assessment criteria are applied accurately and consistently by its assessors and examiners, irrespective of where the assessment takes place, or who is being assessed. Internal verification ensures that students' performance is assessed fairly against the assessment criteria, regardless of which assessor undertakes the assessment.

IQA Processes

The Montessori Partnership's internal quality assurance processes involve the implementation of planned sampling activities across all learners, all assessors, all types of assessment and all elements of all qualifications. As part of this planned activity assessors are observed, appraised and supported in their individual professional development as assessors. Regular standardisation training is provided which assessors are required to attend.

The Role of the Internal Quality Assurer

The Montessori Partnership's internal quality assurer (internal verifier) is responsible for ensuring that the systems in place to achieve transparency, consistency, fairness, reliability, authenticity, currency and sufficiency are effective and managed in such a way that the reliability and validity of every qualification awarded or claimed by the Montessori Partnership has been quality assured. Additionally, the internal verifier is responsible for supporting the assessors in their work and developing their skills and expertise as necessary.

The internal verifier has the remit to adjust the marks originally awarded where necessary to ensure consistency of assessment across the work produced by the whole of the Montessori Partnership's student body.



A minimum of 10% of student work, and all examinations are internally verified and quality assured. However, all the marking carried out by new tutors for their first student or cohort of students is internally quality assured, and all the work done by new students for the first unit of their course is closely scrutinised by the internal verifier.

IQA reports provide the basis for giving valuable feedback to course tutors and examiners on their application of the relevant assessment criteria. This leads to greater consistency in assessment.

External quality assurance

In relation to the delivery of training leading to the award of the Level 3 LAO Diploma in Early Learning and Childcare (EYE) the Montessori Partnership's internal quality assurance is externally quality assured by Innovate Awarding's External Quality Assurer. In the case of the qualifications issued by the Montessori Partnership as an awarding body external quality assurance is provided by the Montessori Partnership Assessment Board.

Procedures

Personnel

A named and suitably qualified person, holding the Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or equivalent, fulfils the role of internal verifier and has no involvement directly with the delivery of the course.

Moderation of coursework

Course tutors upload marked student work into the students' individual folders on the e-platform, alerting the internal verifier to this at the same time.

The internal verifier quality samples the marked work and gives feedback to the tutor or assessor. The original marking is evaluated against the relevant marking criteria, and marks awarded may be adjusted if necessary.

If all the samples from the batch need adjustment by the same amount the internal verifier will instruct that all the students' marks for that assignment are altered identically. In this case the internal verifier reports on the changes to the external examiner who reviews and confirms them.

Moderation of written examinations, where written examinations are part of the course assessment

Immediately after the conclusion of the written examination the candidates' scripts are sent for marking to a designated written examiner who has no connection with either the course or the students. Student scripts are identified only by the students' examination numbers. As soon as the marking is complete, the written examiner sends all the documentation to the internal verifier, together with a report on the written examination.

The internal verifier reviews the scripts and the marking, taking account of comments and points raised in the report, then finalises the marks to be awarded. The scripts and the written examiner's report are then forwarded to the external examiner for scrutiny before the results are released to the candidates.

The Assessment Board ratifies the results issued.



Internal verification of teaching practice marks where the teaching practice is summatively assessed

Montessori Partnership teaching practice assessors carry out observation and assessment visits to students in their teaching practice placements, and as part of this process the assessor reviews the marks awarded by the supervising teacher. Any mismatch between the marks awarded and the student's performance as observed is reported by the assessor to the internal verifier. The internal verifier reviews the assessor's assessment of the student's practice.

Moderation of teaching practice portfolios

The marking of the teaching practice portfolio is the last assessment on a course, and is completed at the end of the teaching practice. The portfolio may be sampled for internal quality assurance purposes by the internal verifier who will scrutinise the portfolio alongside the reports compiled during the assessment visits to the student in the workplace, and may moderate the marks awarded to the portfolio.

Verification of practical examinations

The internal verifier may be present during the practical examination session to maintain oversight of the process. A practical examiner who is unconnected with either the course or the students is appointed to carry out the examining, and the marks are awarded following discussion between the examiner and the course or workshop tutor of any non-standard or unexpected responses to questions by the candidates. The records are reviewed by the internal verifier.