

## Quality Assurance

Abbotsmead CDC is committed to Quality Assurance and believes it is an important part of the centres processes.

Information from any training meeting, internal verification process and awarding body is disseminated to all members of staff involved in testing or assignment setting; this is usually undertaken through team meetings.

The priority of the centre is to the candidate with the provision of relevant and flexible quality training programmes and assessment to meet their needs.

Internal Verification is carried out on an on-going basis and any relevant outcomes are cascaded to all the appropriate staff.

Information from awarding bodies is disseminated to all members of staff and staff are made aware of the official web sites they can receive other information from.

Local moderation days are held six monthly to standardise course work.

### Procedures for Monitoring Courses

ECDL

- All cases for Borderline tests will be double marked.
- At least 10% of other tests will be checked across all modules.

- Where a new marker is testing all work will be double marked until the management team are satisfied that the tutor fully understands the procedures.
- Verification will be recorded on marking sheets and records kept on a central system.

#### OTHER COURSES

- Recording of assessments etc will be carried out by the appropriate person when asked to do so.
- A senior tutor will be available for guidance regarding assessment processes.
- Teaching observations will be carried out and any actions noted with the tutor and an action plan agreed.
- Standardisation days are held twice a year to ensure consistency and to share examples of good practice and also problems encountered.

The CDC's policy for equal opportunities and data protection is followed and updated.