



OXFORD COLLEGE

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INTERNAL QUALITY ASSURANCE (IQA) POLICY

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1. INTRODUCTION

Oxford College Ltd is committed to ensuring that teaching, learning, and assessment meet the highest standards of quality and integrity. This Internal Quality Assurance (IQA) Policy outlines our framework for validating assessment practices, monitoring academic delivery, and promoting continuous improvement across all programmes.

2. PURPOSE

This policy is intended to:

- Ensure assessment decisions are fair, valid, reliable, and consistent.
- Support the professional development of assessors and academic staff.
- Provide a clear and transparent process for internal verification and standardisation.
- Demonstrate compliance with national quality assurance frameworks and expectations.

3. SCOPE

This policy applies to:

- All qualifications and courses offered by Oxford College Ltd, including those delivered online and on campus.
- All assessors, internal verifiers, academic managers, and administrative staff involved in teaching, assessment, or quality assurance.

4. IQA PRINCIPLES

Oxford College Ltd upholds the following principles in its internal quality assurance processes:

- Fairness and objectivity in all assessment decisions.
- Standardised practices across assessors, courses, and cohorts.
- Regular internal sampling and verification.
- Clear roles, responsibilities, and accountability.

5. ROLES AND RESPONSIBILITIES

Principal:

- Holds strategic responsibility for quality assurance across the institution.

Academic Director:

- Oversees the implementation of IQA policy and compliance with regulatory standards.

Quality Assurance Manager (Lead IQA):

- Develops the annual IQA strategy and sampling plans.
- Conducts verification of assessment decisions and documentation.
- Organises standardisation activities and assessor development sessions.
- Liaises with awarding bodies and prepares for external quality assurance visits.

Internal Verifiers:

- Sample learner work from a range of assessors, units, and levels.
- Provide developmental feedback to assessors.
- Ensure assessment records are complete, accurate, and compliant.

Assessors:

- Plan and deliver assessments in line with qualification criteria.
- Mark and provide feedback to learners in a timely and constructive manner.
- Maintain detailed records of assessment evidence and decisions.

6. SAMPLING STRATEGY

- Sampling covers a representative mix of assessors, units, delivery formats, and learner profiles.
- Includes initial (new assessor), interim (mid-delivery), and summative (end-point) verification.
- Risk-based approaches prioritise new qualifications, high-volume courses, and new tutors.

7. STANDARDISATION

- Held termly for each department or programme area.
- Ensures consistent interpretation of assessment criteria.
- Facilitates the sharing of best practice and continuous improvement.

8. RECORD KEEPING

The following documents are maintained for each qualification:

- IQA sampling plans and logs.
- Internal verification reports and action plans.
- Standardisation records and minutes.
- Assessor feedback reports and CPD records.
- Learner portfolios and feedback documentation.

9. EXTERNAL QUALITY ASSURANCE

- The Quality Assurance Manager coordinates visits from awarding organisations.
- Prepares evidence packs and assessor files for review.
- Implements action plans based on external feedback.

10. MONITORING AND REVIEW

- The IQA policy is monitored through audit cycles, feedback analysis, and quality review meetings.
- Revisions are made annually or following significant changes to regulatory requirements.

Approved by:

Principal, Oxford College Ltd

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