

# Qualification Guide

## **OCNLR Level 4 Qualifications in Assessment and Internal Quality Assurance of Assessment**

## OCN London Qualification Guide

OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/0327/9

OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Qualification No: 601/0328/0

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness. We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

### **To navigate within this Qualification Guide**

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## General Information

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This qualification guide contains details of everything you need to know about the **OCNLR Level 4 Qualifications in Assessment and Internal Quality Assurance of Assessment**. It makes reference to the curriculum areas covered and identifies the learners for whom the qualification has been developed. The guide also covers important aspects of assessment and moderation that are particular to the qualification. The guide should be used by all involved in the delivery and assessment of the qualification. The Account Manager for your Centre will provide support and advice on how to seek approval to offer the qualification.

If you are not yet an OCN London Approved Centre but wish to use these qualifications, then please contact us on [enquiries@ocnlondon.org.uk](mailto:enquiries@ocnlondon.org.uk) for details of the Centre Approval application process.

## Qualification Overview

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The **OCNLR Level 4 Qualifications in Assessment and Internal Quality Assurance of Assessment** are based on the specifications for Assessment and Quality Assurance of Assessment originally developed by LLUK after extensive consultations on the proposed qualifications structures, evidence requirements, assessment strategy and units of assessment, and feedback from workshops with relevant awarding organisations, Sector Skills Councils and learning and development experts.

The qualifications are also closely related to the National Occupational Standards developed by LLUK and enable learners to acquire and hone the knowledge, skills and understanding required to achieve competence in Assessment and Internal Quality Assurance of Assessment practices.

The **OCNLR Level 4 Qualifications in Assessment and Internal Quality Assurance of Assessment** are regulated by Ofqual, the qualifications regulator for England, and are registered on the Regulated Qualifications Framework (RQF). It is not a licence to practise.

### Qualification details

This qualification is available at this level only

### Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

- Qualification Number: 601/0327/9
- Qualification credit value: 6
- Operational start date: 1<sup>st</sup> August 2013
- Review date: 31<sup>st</sup> July 2026
- Total Qualification Time (TQT): 60 hours
- Guided Learning Hours (GLH): 45
- Assessment requirements: internally assessed, internally and externally moderated.

### OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

- Qualification Number: 601/0328/0
- Qualification credit value: 12
- Operational start date: 1<sup>st</sup> August 2013
- Review date: 30<sup>th</sup> August 2026
- Total Qualification Time (TQT): 120 hours
- Guided Learning Hours (GLH): 90
- Assessment requirements: internally assessed, internally and externally moderated.

## Purpose of the qualifications

The purpose of the **OCNLR Level 4 Qualifications in Assessment and Internal Quality Assurance of Assessment** is to provide the understanding and skills necessary for the development of good assessment practice in all types of learning situations. They have been specifically developed in such a way as to enable people to access the kind of learning appropriate and relevant to their level of involvement in assessment and the type of learning being assessed.

## Who the qualifications are for

The **OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** is appropriate for those whose role involves the assessment of both occupational competence and vocationally related achievement.

The **OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** is intended for those who maintain the quality of assessment from within an organisation or assessment centre.

## Entry guidance

The minimum age for access to the qualifications is 16 years.

## Progression and related qualifications

The **OCNLR Assessment and Internal Quality Assurance of Assessors** qualifications enable progression to employment, further learning opportunities within employment, or further study.

Learners can progress from assessing into quality assurance roles, and from internal quality assurance roles to lead quality assurer and quality systems management. Learners may also wish to add these qualifications to their teaching qualifications and/or learning and development qualifications.

## Structure of the qualifications

### Rules of combination for achievement

The **OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** qualification comprises one mandatory unit. Learners must achieve 6 credits in total.

- 6 credits must be taken from the mandatory unit.

The **OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** qualification comprises two mandatory units. Learners must achieve 12 credits in total.

- 12 credits must be taken from the mandatory units.

### Qualification units

**OCNLR Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice**

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">T/601/5320</a>	GA9/4/LQ/001	Understanding the principles and practices of internally assuring the quality of assessment	3	6	45

**OCNLR Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**

Ofqual Unit Reference Number	OCNLR Unit Code	Unit Title	Level	Credit Value	GLH
<b>Mandatory</b>					
<a href="#">T/601/5320</a>	GA9/4/LQ/001	Understanding the principles and practices of internally assuring the quality of assessment	4	6	45
<a href="#">A/601/5321</a>	GA9/4/LQ/002	Internally assure the quality of assessment	4	6	45



## Assessment and Moderation

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### Assessment process

The assessment process for these qualifications are as follows:

- The learners are assessed through activities that are internally set by tutor assessors;
- The activities must be designed to enable learners to meet the assessment criteria of the unit;
- Learners' portfolios of assessed evidence must be internally moderated at the Centre;
- The portfolios of assessed evidence will be externally moderated by an OCN London External Moderator.

There is no additional external assessment for these qualifications.

### Devising assessments

Each unit has a supplementary page with information on the types of assessment activities that can (indicated as 'Optional' or 'O') and/or must (indicated as 'Prescribed' or 'P') be used to assess learners against the unit. Tutor assessors must always refer to this page before devising assessment tasks.

Centre devised assessments should be scrutinised by the Internal Moderator before use to ensure that they are fit for purpose. Centre devised assessments will be scrutinised by the External Moderator to ensure reliability and validity of assessment.

### Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Assessors need to ensure that the work in a learner's portfolio is:

- Authentic – it is the result of the learner's own performance or activity;
- Sufficient – enabling the assessor to make a consistent and reliable judgement;
- Adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All of the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

### Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from these qualifications must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify Centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor feedback may be collected by External Moderators.

### **Learners with particular requirements**

If learners have particular requirements the Centre should refer to the 'Access to Fair Assessment Policy and Procedure' which can be found on our website at: [Access to Fair Assessment Policy and Procedure](#) and gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

### **Requirements for tutor/assessors**

#### **To be sufficiently competent**

In addition to being qualified to make assessment decisions, each assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the assessor.

#### **To be sufficiently knowledgeable**

Each assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.



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