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# Centre Standardisation Report (IQA5)

# 1. Purpose of Standardisation

* Ensure consistency, fairness, and reliability in teaching, learning, and assessment.
* Align assessment decisions with awarding organisation requirements and internal quality assurance.
* Support staff in maintaining high standards of academic integrity.
* Review OCN actions and recommendations

# 2. Scope

* Applies to all staff involved in teaching, assessing, internal quality assurance.
* Covers all courses, programmes, and qualifications delivered within the establishment.

# 3. Standardisation Activities

## a) Pre-delivery Standardisation

* Review awarding organisation requirements.
* Share agreed assessment methods, marking schemes, and resources.
* Confirm consistent documentation.

## b) Ongoing Standardisation

* Regular meetings (termly or half-termly).
* Review samples of assessed work across levels.
* Compare feedback given by different assessors.
* Share good practice in teaching, learning, and assessment.

## c) Post-assessment Standardisation

* Cross-marking and moderation of learner work.
* Agreement on final assessment decisions.

# 4. Documentation & Evidence

* Standardisation meeting minutes.
* Sampled learner work (anonymised where necessary).
* Assessment feedback examples.
* Internal Quality Assurance records.
* Action plans arising from outcomes.

# 5. Monitoring & Review

* Outcomes reviewed at least annually.
* Effectiveness monitored through internal quality assurance, external quality assurance, and learner feedback.
* Continuous improvement actions documented and shared.



Centre Standardisation Report

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| Date of meeting |  | | | |
| **Programmes covered** |  | | | |
| **Agenda** | 1.  2.  3.  4.  5.  6. | | | |
| **Centre Staff involved** | **Job Title** | **Role in Event** | **Signed** | **Date** |
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| **Decisions made/Key points** |  | | | |
| **Action** | | **By whom** | **By when** | **Progress** |
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| **Next meeting date** | |  | | |