



**Trinity High School**  
**& SIXTH FORM CENTRE**  
**An Independent State Funded Academy**

**QUALITY ASSURANCE  
POLICY  
(Examinations)**

To be read in conjunction with:

Reviewed:

January 2017

Adopted by Governing Body:

31 January 2017

Review date:

January 2019

Policy Responsibility:

Mr T Thomas





## Quality Assurance Policy

Trinity High School is committed to quality assurance and believes it is an integral part of the centre's processes. The quality assurance procedures outlined below relate to all our programmes.

### **For automated testing the following will apply:**

1. The focus of the centre is on candidates with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
2. The provision is regularly monitored and reviewed by the quality assurance representative
3. All new invigilators will be observed within the first 6-months and annually thereafter. For BCS qualifications specifically invigilator observations will be done using a BCS form and kept for audit purposes
4. Information from awarding bodies will be disseminated to all members of staff involved in the delivery of qualifications
5. The school's policy regarding equal opportunities and diversity is followed and monitored

### **For manual testing and evidence based assessments the following will also apply:**

1. An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross marking
2. Internal Verification is carried out on a regular basis
3. All cases of borderline achievement are internally verified
4. At least 10% of other assessments are second marked across all markers and modules
5. Where a new marker is assessing, all their work is double marked until the Centre Manager is satisfied with the standard
6. All invigilators are formally observed conducting assessments on a regular basis to ensure the regulations are followed
7. Internal Verification is recorded on candidate work and records and on central recording systems