



Quality Assurance Policy & Systems

GLOBAL EDUCATION PLATFORM
(GEP)

Global Education Platform - Quality Assurance Policy & Systems

Definitions and Responsibilities of Roles

1. GEP Marker

- GEP Markers assess a qualification, part of a qualification, a unit assessment or part of a unit assessment on behalf of a Centre or directly for GEP. They assess according to the official GEP mark scheme and in line with the GEP grading criteria for the appropriate level.

2. Internal verifier (IV)

- Internal verification is essential for internal quality assurance, particularly for vocational qualifications. Its purpose is to ensure internal assessment consistency meets national standards.
 - A designated person is responsible for the assessment of a group of programmes provided by us, including a group of markers.
 - IVs will sample verification and assessment across the qualifications for which they have responsibility, ensuring there is a suitable plan of activity. However, they may not be undertaking more marking than other markers.
 - An IV has the responsibility for verifying and signing off the assessment outcomes and must have a thorough understanding of the units/ qualifications being assessed.
 - An IV is accredited annually with overall responsibility for a group of markers or assessors, ensuring the maintenance of their marking standards.
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Accreditation

1. GEP Marker Accreditation

To become a GEP accredited marker, you will need to:

- Participate in training to standardise your marking with that of the Internal Verifier. The training includes an explanation of the question paper and mark scheme, followed by marking exercises and feedback to help you mark accurately and consistently.
- Work with an assigned Internal Verifier who will mentor you throughout your first marking session.
- Markers must hold a minimum of a Level 3 qualification in assessment.

2. IV Accreditation

GEP IV accreditation means you are able to:

- Accurately assess to Awarding body requirements and standards.
 - Ensure assessments guide learners to achieve the criteria and are fit for purpose.
 - Carry out appropriate standardisation of assessors.
 - Implement internal verification to achieve standards across a team.
 - Monitor assessments through internal verification effectively.
 - Maintain quality in the marking for which you are responsible.
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3. Oversight of the GEP Internal Verification Process

- Ensure that assessment decisions on competence are consistent across centres, units, and/or qualifications.
 - Ensure that the outcomes of assessment and internal verification meet GEP standards.
 - Sample assessments, monitor assessment and internal verification practices across centres, groups of markers, units and/or qualifications, as required by GEP.
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Marking and Moderation

1. Examinations

Examinations will take the form of essay question papers. For those units of assessment that are examined, the question papers will be both set and marked by GEP.

2. Written Assessments

All written assessments should be marked and moderated internally by the centre. The unit tutor is responsible for the first marking of all assignments, and then a second person (an internal verifier) should mark the assignments.

Where the internal verifier (an independent member of the tutoring team) does not agree with the first marker's allocated marks, the first marker and the internal verifier are required to review and discuss the marks for the assignment, referring to the grading criteria and mark sheets, and come to an agreement. This final mark should be recorded in the final mark column of the mark sheet.

Note: GEP encourages accurate recording of all marks by the first marker and internal verifier, as it is rare, particularly with blind marking, that markers will award identical marks in the first instance. GEP encourages discussion between the first

marker and internal verifier, with reference to the mark scheme and grading criteria, to agree on a final mark. It is also important that both the first marker and internal verifier record their comments in relation to this discussion in the boxes provided on the mark scheme. GEP will be looking for evidence of this discussion on the mark sheet and may query mark schemes where first and second marking is always identical.

3. Moderation

The GEP system of moderation (both internal and external) is designed to provide an additional check to ensure that:

- Assessors, lecturers, tutors, and verifiers do not interpret qualifications' requirements differently.
- All students are assessed fairly and equitably.
- Assessment decisions are robust, accurate, and defensible.

Differences in assessment interpretations are inevitable to some degree. To ensure consistency, centres are encouraged to establish networks of assessors and internal verifiers to share best practices, discuss similarities and differences in assessment opportunities, and agree on common interpretations of requirements.

To support this, GEP provides training opportunities for lecturers, tutors, assessors, and verifiers to share best practices among its centres and take corrective actions when issues arise.

Standardisation

Standardisation for GEP Markers

- You will receive training and support on the mark scheme and the marking process. This includes written guidance, face-to-face training sessions, and ongoing support from an IV and the Head of Academics.
- Mark scheme training is crucial preparation and introduces the support network available throughout the marking process. The training ensures you understand the marking procedures.
- You must demonstrate that you can apply the mark scheme accurately and consistently before you are approved to mark assessments. You will do this by marking an example assignment or a set of standardisation scripts, which will be checked against an agreed standard.
- Once approved, markers may be assessed up to two more times during the marking period to ensure they continue marking to the agreed standard.
- You may also receive distance-learning materials to show how to apply the mark scheme when marking candidates' scripts, and a self-assessment exercise to test your understanding.

Standardisation for Internal Verifiers

- Stage One:
 - Review a variety of work at different levels, including sections of learners' completed assignments marked by a marker.
 - Answer questions related to the completed assignments regarding the learner's work and the assessment practice. You are required to work independently and provide responses that demonstrate your understanding of the level and assessment process.

- Stage Two:
 - The Head of Academics will review your answers and provide feedback.
 - If your responses meet the expected standard, you will be granted IV status. If not, you will be offered further training and repeat the process.
- Stage Three:
 - A second training session will be conducted if answers have been unsatisfactory. If the standard is still not met, the individual will not be permitted to be an internal verifier for at least one year.

Continuous Professional Development (CPD) Requirements

Continuous Professional Development (CPD) is essential to ensure that GEP Markers and Internal Verifiers (IVs) maintain and enhance their skills, knowledge, and effectiveness in the assessment process. It aims to keep staff up-to-date with new practices, emerging technologies, and evolving qualifications standards.


CPD Requirements for GEP Markers and Internal Verifiers

- All GEP Markers and IVs are required to complete a minimum of 48 hours of CPD per year. This requirement ensures that staff remain competent and informed of the latest developments in education and assessment standards.
- CPD activities can include:
 - Workshops or Seminars: Attend workshops or seminars related to assessment practices, changes in qualification frameworks, or subject-specific training.
 - Webinars: Participate in webinars addressing assessment tools, digital marking solutions, or quality assurance practices.

- Online Courses or Certifications: Complete relevant online courses that contribute to understanding the assessment process or enhancing skills in teaching and learning.
- Mentoring: Engage in mentoring, either as a mentor or mentee, to share knowledge and develop assessment skills.
- Standardisation Meetings: Attend and actively participate in standardisation meetings, which are designed to ensure consistency in marking practices and interpretation of grading criteria.
- Self-Study: Undertake self-study by reading research papers, educational reports, or other professional resources that contribute to assessment knowledge.
- Industry Engagement: Engage with industry bodies or educational organisations to stay informed about new trends in assessment and quality assurance.
- All GEP Markers and IVs must maintain an up-to-date CPD log, documenting:
 - Date of CPD activity
 - Type of activity (e.g., workshop, course)
 - Hours completed
 - Key learning outcomes
 - Impact on practice
- GEP will conduct annual reviews of CPD logs to ensure all staff meet the required number of CPD hours and that development activities are relevant and effective.

- GEP may request evidence of CPD completion, such as certificates of attendance or detailed reflections on how the CPD activity has improved the marker's/verifier's practice.
- GEP takes CPD requirements seriously. Failure to meet the minimum CPD requirements may result in:
 - A formal review of the individual's role and responsibilities.
 - Removal from assessment or verification duties until CPD compliance is achieved.
 - An action plan to complete additional CPD within a set time frame.



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