

Excellence in Assessment (schools)

Information for organisations in completing the 'Assessment Quality Assurance Plan' (AQAP) audit - *For first time accreditation or re-accreditation.*

The audit covers the five Key Aspects of an organisation's Assessment Framework



The audit process is in three parts.

Part 1: Organisation's Audit

To be completed and returned, together with the supporting identified documents, to the assigned assessor within 20 working days of its receipt.

Organisations consider their documentation covering assessment processes and procedures and identify document and page references in the auditing table as evidence.

Evidence might be contained within 'Assessment', 'Teaching & Learning', 'Marking and Feedback', 'Governance', Staffing structure or 'Continued Professional Development' policies. NB. There might only be one policy which includes all other policies.

Part 2: Assessor's Audit

To be completed by the assigned assessor within 30 working days of receipt of the 'Organisational audit' in preparation for Part 3 (consultative visit).

The assessor considers the evidence provided in Part 1 and then requests further evidence to illustrate how the organisation puts policy into practice.

Further evidence might include discussion of action research relating to assessment, subject/ department policies, reports from SLT review meetings, schemes of work, and minutes/ notes of meetings.

Part 3: Consultative visit

Upon completion of Part 1 and 2 of the process, the assessor makes an appointment to visit the organisation and meet with the organisation's representative. This meeting usually takes up to 4 hours and allows the assessor to ask for further clarification of evidence and to set action points if necessary.

The organisation then has 10 working days to respond to any action points, sending their final evidence to the assessor for final consideration.

The assessor then sends all documentation and recommendations to the 'Programme Director' at the CIEA for checking and final decision regarding accreditation as an 'Excellence in Assessment' organisation.

Notification to the organisation will follow shortly afterwards.