



## Qualification Specification

Highfield Level 4 Award in Understanding the  
External Quality Assurance of Assessment  
Processes and Practice (RQF)

Qualification Number: 600/3968/1

Highfield Level 4 Award in the External Quality  
Assurance of Assessment Processes and Practice  
(RQF)

Qualification Number: 600/3967/X

Highfield Level 4 Certificate in Leading the  
External Quality Assurance of Assessment  
Processes and Practice (RQF)

Qualification Number: 600/3966/8

Version 1.3 September 2018

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## Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager

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## Qualification regulation and support

The Highfield Level 4 External Quality Assurance qualifications have been developed and are awarded by Highfield Qualifications and sit on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation. The qualification is also regulated by Qualifications Wales.

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## Key facts

### Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3968/1

**Learning Aim Reference:** 60039681

**Credit Value:** 6

**Guided learning hours (GLH):** 45

**Total Qualification Time (TQT)** 60

**Assessment Method:** Portfolio of evidence

### Highfield Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3967/X

**Learning Aim Reference:** 6003967X

**Credit Value:** 12

**Guided learning hours (GLH):** 75

**Total Qualification Time (TQT)** 120

**Assessment Method:** Portfolio of evidence

### Highfield Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF)

**QAN:** 600/3966/8

**Learning Aim Reference:** 60039668

**Credit Value:** 17

**Guided learning hours (GLH):** 100

**Total Qualification Time (TQT)** 170

**Assessment Method:** Portfolio of evidence

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## Qualification overview and objective

### Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

This qualification is intended for those who wish to gain an understanding of the principles and practices of external quality assurance without any requirement to practice. The objective of the qualification is to support a role in the workplace, or to prepare learners to progress to a qualification in the same subject area but at a higher level or where more specific knowledge, skills and understanding is required.

### Highfield Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF)

This qualification is intended for those who maintain the quality of assessment from outside an organisation or assessment centre, on the behalf of an awarding organisation. The objective of the qualification is to support a role in the workplace.

### Highfield Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF)

This qualification is intended for those who lead a team of people responsible for assuring the quality of assessment from outside an organisation or assessment centre, on the behalf of an awarding organisation. The objective of the qualification is to support a role in the workplace.

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## Entry requirements

In order to complete this qualification, learners are required to:

- Be a minimum of 19 years of age

Learners must hold one of the following qualifications prior to enrolling:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process V 1
- Internally Verify the Assessment Process D34

In addition to the above and prior to registration, for those who wish to undertake the Highfield Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF) and/or the Highfield Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF), learners must be able to evidence their working relationship with a recognised Awarding Organisation. This evidence must be provided by the Awarding Organisation to verify that the learner is in a capacity to conduct external quality assurance on its recognised centres.

## Geographical coverage

These qualifications are suitable for learners in England, Wales or Northern Ireland.

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## Centre requirements

Prior to qualification approval, centres who would like to deliver the Highfield Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF) and/or the Highfield Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF) must be able to evidence their working relationship with a recognised Awarding Organisation for the delivery of these qualifications. This evidence must be provided by the Awarding Organisation to verify that the centre has authorisation to carry out EQA training in partnership with that Awarding Organisation.

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## Guidance on delivery

The total qualification time and guided learning hours for these qualifications are listed in the key facts section on page 3 of this qualification specification.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

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## Guidance on assessment

These qualifications are assessed by a portfolio of evidence, which will cover all assessment criteria contained within the units stipulated in the rules of combination for each qualification. These portfolios must be internally assessed and quality assured by the Centre.

Highfield has worked with subject matter experts to provide supporting assessment paperwork for Centres to use. If you wish to use alternative paperwork, this must be sent to Highfield for approval prior to commencement of the course.

The Assessment Guidance for Awarding Organisations can be found on the HABC website. Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

There is no requirement for each unit to be assessed separately. Assessors are advised to adopt a holistic approach and, where possible, to use one activity as evidence for learning outcomes and assessment criteria for both units. For example, a professional discussion for the *unit Externally assure the quality of assessment* might also provide some evidence for the *unit Understanding the principles and practices of externally assuring the quality of assessment*. However, it is essential that evidence for the assessment criteria in each unit is identified individually.

**Please note: Remote observation is not acceptable for assessment of EQA's.**

**Important Note: Please see specific individual unit requirements detailed in Appendix 2.**

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## Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance of training delivery and internal assessment processes. Internal quality assurance must be completed

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by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

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### Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the HABC website. This policy should be read in conjunction with this specification and all other relevant HABC documentation.

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### Assessor requirements

Highfield Qualifications requires nominated assessors for this qualification to meet the following:

- hold the qualification (or previous equivalent qualification) they are assessing and have successfully assessed learners for other qualifications; have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors
  - have up-to-date working knowledge and experience of best practice in assessment and quality assurance
  - hold one of the following qualifications or their recognised equivalent:
    - Level 3 Award in Assessing Competence in the Work Environment, or
    - Level 3 Certificate in Assessing Vocational Achievement, or
    - A1 Assess candidate performance using a range of methods, or
    - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence
  - show current evidence of continuing professional development in assessment and quality assurance
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### Internal quality assurance (IQA) requirements

Highfield Qualifications requires internal quality assurers for this qualification to meet the following:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
  - hold one of the following assessor qualifications or their recognised equivalent:
    - Level 3 Award in Assessing Competence in the Work Environment, *or*
    - Level 3 Certificate in Assessing Vocational Achievement, *or*
    - A1 Assess candidate performance using a range of methods, *or*
    - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence.
  - hold one of the following internal quality assurance qualifications or their recognised equivalent:
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- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, *or*
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, *or*
  - V1 Conduct internal quality assurance of the assessment process, *or*
  - D34 Internally verify the assessment process.
- show current evidence of continuing professional development in assessment and quality assurance.

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### Mapping to National Occupational Standards (NOS)

Units 1 and 2 relate to: Learning and Development NOS Standard 12: Externally monitor and maintain the quality of assessment

Unit 3 relates to: MSC D6 Allocate and monitor the progress and quality of work in your area of responsibility.

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### Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

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### ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

**For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.**

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### Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking further qualifications within learning and development.

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### Useful websites

- [www.et-foundation.co.uk/](http://www.et-foundation.co.uk/)
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## Appendix 1: Qualification structure

### Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete **one** mandatory unit totaling 6 credits:

Unit reference	Unit title	Level	GLH	Credit
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6

### Highfield Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (RQF)

Learners are required to successfully complete **two** mandatory units totaling 12 credits:

Unit reference	Unit title	Level	GLH	Credit
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6
J/601/5323	Externally assure the quality of assessment	4	30	6

### Highfield Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice(RQF)

Learners are required to successfully complete **three** mandatory units totaling 17 credits:

Unit reference	Unit title	Level	GLH	Credit
F/601/5322	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6
J/601/5323	Externally assure the quality of assessment	4	30	6
H/600/9674	Plan, allocate and monitor work in own area of responsibility	4	25	5



## Appendix 2: Qualification content

### Unit 1: Understanding the principles and practices of externally assuring the quality of assessment

Unit number: F/601/5322  
 Credit: 6  
 GLH: 45  
 Level: 4

#### Unit Introduction

The aim of this unit is to assess knowledge and understanding of the principles and practices that underpin the external quality assurance of assessment.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Understand the context and principles of external quality assurance</b>	1.1 Analyse the functions of external quality assurance of assessment in learning and development  1.2 Evaluate the key concepts and principles of external quality assurance of assessment  1.3 Evaluate the roles of practitioners involved in the quality assurance process  1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice
<b>2. Understand how to plan the external quality assurance of assessment</b>	2.1 Evaluate the importance of planning and preparing external quality assurance activities  2.2 Explain what an external quality assurance plan should contain  2.3 Summarise the preparations that need to be made for external quality assurance activities, including <ul style="list-style-type: none"> <li>• information collection</li> <li>• communications</li> <li>• administrative arrangements</li> <li>• resources</li> </ul>

	2.4 Explain how to adapt external monitoring and evaluation approaches to meet customer need without compromising quality standards
<b>3. Understand how to externally evaluate the quality of assessment and internal quality assurance</b>	<p>3.1 Explain the procedures for externally monitoring and evaluating internal quality assurance arrangements and practices</p> <p>3.2 Interpret the requirements for externally monitoring and evaluating internal assessment arrangements and practices</p> <p>3.3 Evaluate different techniques for externally sampling evidence of assessment including those that use technology</p>
<b>4 Understand how to externally maintain and improve the quality of assessment</b>	<p>4.1 Critically compare the types of feedback, support and advice that internal assignment and quality assurance staff may need to maintain and improve the quality of assessment</p> <p>4.2 Evaluate standardisation requirements relevant to the external quality assurance of assessment</p> <p>4.3 Explain the importance of providing feedback, support and advice to internal assessment and quality assurance staff that is consistent with standardisation requirements</p> <p>4.4 Explain the relevant procedures to follow when there are disputes concerning quality assurance and assessment</p>
<b>5 Understand how to manage information relevant to external quality assurance</b>	5.1 Evaluate the requirements for information management, data protection and confidentiality in relation to external quality assurance
<b>6 Understand the legal and good practice requirements relating to external quality assurance</b>	<p>6.1 Evaluate legal issues, policies and procedures that are relevant to external quality assurance, including those for health, safety and welfare</p> <p>6.2 Critically compare different ways in which technology can contribute to external quality assurance</p>

	<p>6.3 Evaluate requirements for equality and diversity and, where appropriate, bilingualism, in relation to the external quality assurance of assessment</p> <p>6.4 Explain the value of reflective practice and continuing professional development in relation to external quality assurance</p>
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**Additional unit guidance**

All learning outcomes must be assessed using methods appropriate to the assessment of knowledge and understanding.

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Unit 2: Externally assure the quality of assessment

Unit number: J/601/5323

Credit: 6

GLH: 30

Level: 4

### Unit Introduction

The aim of this unit is to assess performance in assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an awarding organisation.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Be able to plan the external quality assurance of assessment</b>	1.1 Plan procedures for the external quality assurance of assessment 1.2 Communicate procedures for external quality assurance to the organisations and individuals concerned 1.3 Ensure arrangements and resources are in place for external monitoring and evaluation
<b>2. Be able to externally evaluate internal quality assurance and assessment</b>	2.1 Carry out monitoring activities to quality requirements 2.2 Evaluate the quality of internal quality assurance systems 2.3 Evaluate the quality of internal administrative arrangements 2.4 Evaluate the quality of internal staffing and internal staff expertise and competence 2.5 Determine whether assessment arrangements, methods and decisions meet quality requirements
<b>3. Be able to maintain and improve internal quality assurance processes</b>	3.1 Provide staff with feedback, advice and support which help them maintain and improve the quality of assessment 3.2 Apply procedures for the standardisation of assessment practices and outcomes

<p><b>4. Be able to manage information relevant to the external quality assurance of assessment</b></p>	<p>4.1 Apply procedures for recording, storing, reporting information relating to external quality assurance</p> <p>4.2 Apply procedures to maintain confidentiality of information relating to external quality assurance</p>
<p><b>5. Be able to maintain legal and good practice requirements when externally monitoring and maintaining the quality of assessment</b></p>	<p>5.1 Apply policies, procedures and legislation relevant to the external quality assurance of assessment, including those for health, safety and welfare</p> <p>5.2 Apply requirements for equality and diversity and, where appropriate, bilingualism, to the external quality assurance of assessment</p> <p>5.3 Critically reflect on own practice in externally assuring the quality of assessment</p> <p>5.4 Maintain the currency of own expertise and competence as relevant to external quality assurance</p>

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the EQA trainee's performance. These must include:

- observation of performance;
- examining products of work; and
- questioning.

Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

Simulations are not allowed.

To generate evidence, trainees must be carrying out external quality assurance of organisations or assessment centres.

**Remote observation is not acceptable for assessment of EQAs;** in other words, the assessor and the trainee EQA must be in the same location at the same time when observations are being carried out.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Evidence must come from performance in the work environment.

**There must be evidence of carrying out at least two external centre visits, including the preparation for, and actions after, the visit itself.**

### Unit 3: Plan, allocate and monitor work in own area of responsibility

Unit number: H/600/9674

Credit: 5

GLH: 25

Level: 4

#### Unit Introduction

The aim of this unit is to assess performance in leading the work of a team responsible for the external quality assurance of assessment centres.

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
<b>1. Be able to produce a work plan for own area of responsibility</b>	1.1 Explain the context in which work is to be undertaken 1.2 Identify the skills base and the resources available 1.3 Examine priorities and success criteria needed for the team 1.4 Produce a work plan for own area of responsibility
<b>2. Be able to allocate and agree responsibilities with team members</b>	2.1 Identify team members' responsibilities for identified work activities 2.2 Agree responsibilities and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members
<b>3. Be able to monitor the progress and quality of work in own area of responsibility and provide feedback</b>	3.1 Identify ways to monitor progress and quality of work 3.2 Monitor and evaluate progress against agreed standards and provide feedback to team members
<b>4. Be able to review and amend plans of work for own area of responsibility</b>	4.1 Review and amend work plan where changes are needed 4.2 Communicate changes to team members

### Additional unit guidance

All learning outcomes in this unit must be assessed using methods appropriate to the EQA trainee's performance. These must include:

- observation of performance;
- examining products of work; and
- questioning.

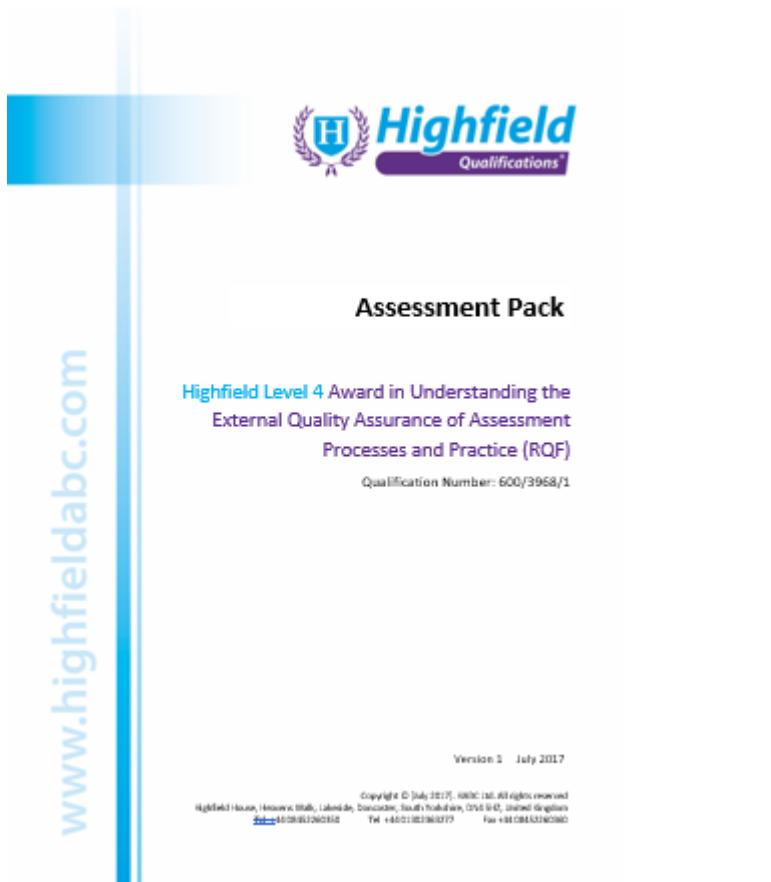
Direct evidence of this kind may be supplemented, where necessary, by professional discussion, reflective accounts or witness testimony.

There must be valid, authentic and sufficient evidence for all the assessment criteria. Holistic assessment is encouraged and one piece of evidence may be used to meet the requirements of more than one assessment criterion.


Evidence must come from performance in the work environment.



## Appendix 3: Sample assessment material



www.highfieldabc.com



### Assessment Pack

Highfield Level 4 Award in Understanding the  
External Quality Assurance of Assessment  
Processes and Practice (RQF)

Qualification Number: 600/3968/1

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Highfield House, Housers Road, Lipheddy, Droichead, South Dublin, D18 6E2, Ireland  
Tel: +353 (0)1 2622812 Fax: +353 (0)1 2622817

**Evidence Tracking Sheet**

Learner Name: <input type="text"/>				
Centre Name: <input type="text"/>				
<b>Understanding the principles and practices of externally assuring the quality of assessment (1/881/5322)</b>				
Assessment Criteria				
Learning Outcome	Assessment Criteria	Evidence Type	Evidence Reference	Date
1. Understand the context and principles of external quality assurance	1.1 Analyse the functions of external quality assurance of assessment in learning and development	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1.2 Evaluate the key concepts and principles of external quality assurance of assessment	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1.3 Evaluate the roles of practitioners involved in the quality assurance process	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1.4 Explain the regulations and requirements for external and internal quality assurance in own area of practice	<input type="text"/>	<input type="text"/>	<input type="text"/>

Highfield Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)