



Trinity Multi Academy Trust

<b>Policy:</b>	Quality Assurance Policy
<b>Date or review:</b>	April 2018
<b>Date of next review:</b>	April 2020
<b>Lead professional:</b>	Vice Principal
<b>Status:</b>	Non-Statutory

## **1. Quality Assurance Procedure**

1.1. Trinity Multi Academy Trust is committed to Quality Assurance and believes it is an integral part of its Centres' processes.

- The focus of each academy is on students with the provision of relevant courses to suit their needs
- The provision is regularly monitored and reviewed by the Principal and Senior Leadership Group at each academy
- An Internal Verification process is in place at each academy to ensure that consistent testing and assessment standards are maintained by cross-marking and internal verification is carried out on an on-going basis
- All cases of borderline achievement are internally verified
- Where a new teacher is assessing, work is moderated until the Centre Manager is satisfied with the standard
- All new invigilators are required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed
- Existing invigilators should be observed conducting an assessment at least once a year
- Internal verification is recorded on student work and records and on central recording systems
- Information from the awarding body is disseminated to all members of staff involved in assessing
- Trinity Multi Academy Trust policy for equal opportunities is followed and monitored.

1.2. Trinity Multi Academy Trust is visited annually by a representative from BCS to ensure quality assurance is being maintained.