

Standardisation Policy

1. General

- 1.1 This policy statement aims to describe what the Skills and Education Group Access does to ensure that standards are applied consistently by Providers and our own staff and External Moderators.
- 1.2 Standardisation is an activity which provides a forum for review through which sample assessment evidence is compared across Providers and years and measured against an agreed benchmark.
- 1.3 The standardisation procedures developed by Skills and Education Group Access provides opportunities for Tutors, Internal Moderators and External Moderators to share, discuss, and, where necessary recalibrate their expectations relating to the standards of work expected by:
 - The requirements of any work at level 2 or level 3;
 - The learning outcomes and assessment criteria of the specific units that they work with;
 - The grade descriptors.
- 1.4 Standardisation, alongside External Moderation is a tool used by Skills and Education Group Access to ensure that consistent standards are applied in assessment, so that equivalent student achievement and performance is reflected in consistent recommendations for credits and grades.
- 1.5 Through standardisation, Skills and Education Group Access will ensure that the assessment demand and assessment outcomes of units in cognate subjects within different Access to HE Diplomas is subject to consistent and reliable decisions relating to student performance.
- 1.6 We will, during the application of our regulated activities:
 - set appropriate standards through the development process;
 - provide delivery and assessment guidance and, where appropriate, exemplar materials to Providers to support the interpretation of the standard;
 - provide additional guidance for Providers through e.g.
 - general and specialist advice (advisory visits);
 - access to a sector / subject specialist External Moderator.

- ensure consistency and maintain rigour in the assessment and quality assurance procedures in Providers;
- ensure consistency and maintain rigour in the marking and moderation of external assessments;
- prepare plans for standardisation and review;
- establish sample benchmarks and retain sufficient evidence to monitor standards across Providers and over time;
- provide feedback to Providers on the outcomes of standardisation and review activities.

2. Types of standardisation

- 2.1 The two mandatory types of standardisation are Provider-facilitated standardisation and Skills and Education Group Access -led standardisation.
- 2.2 It is up to Providers to establish a standardisation model that is appropriate for their provision. Skills and Education Group Access will monitor the outcomes and effectiveness of Provider-facilitated standardisation through external moderation and may report on the outcome of this as a part of our regulatory submissions to QAA.
- 2.3 Provider-facilitated standardisation should as a minimum ensure that standards are comparable across class-groups, sites, Diplomas and over time.
- 2.4 Provider-facilitated standardisation may be thematic, for example it could focus on assignment briefs, feedback quality, assessment methods, etc.
- 2.5 Skills and Education Group Access will facilitate a programme of standardisation events each academic year. All Providers are required to send one tutor from each Access to HE Diploma they deliver to the events. Although the events are free to attend, Providers failing to send a representative from each diploma will be invoiced, to cover the cost of the additional support which is often required by the Provider.
- 2.6 Providers are required to submit assessment material in advance, this is usually collected at the final external moderation visit by the External Moderator.
- 2.7 The Access to HE team will compile the agenda for the events. Evaluations are compiled from Skills and Education Group Access -

facilitated standardisation which form part of the Lead Moderator's final report. The report is submitted to Skills and Education Group Access 's Access to HE Committee and is available for QAA's scrutiny.

3 Requirements of Providers

3.1 In support of our standardisation and review process, Providers will be required to provide copies of assessment evidence in addition to that required through external moderation activity.

3.2 When requested the Provider must:

- email or post assessment evidence to us which clearly indicates the title, the unit number and assessment criteria references to which the evidence refers;
- include the details of the assessment task/brief;
- clearly show assessor decisions and feedback;
- remove all references to the identity of the student, Provider and Provider staff.

4. Quality Assurance

4.1 This policy is reviewed biennially to ensure it continues to meet the needs of our Regulators.