



LAWGRACIA GLOBAL COLLEGE

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INTERNAL QUALITY ASSURANCE POLICY

Purpose

Lawgracia Global College is committed to maintaining the highest standards of quality in its assessment processes. This policy outlines the procedures for ensuring the quality of our assessments through internal quality assurance processes.

Scope

This policy applies to all assessments conducted by Lawgracia Global College.

Principles

1. Quality Enhancement: Continuously improve and enhance the quality of our assessments.
2. Consistency: Ensure consistency in assessment decisions.
3. Transparency: Ensure transparency in our internal quality assurance processes.

Internal Quality Assurance (IQA) Policy Internal Quality Assurance of Assessments

Lawgracia Global College will undertake internal quality assurance of assessments to ensure they meet our quality standards. This process will involve:

1. Standardization of Assessment: All assessors will participate in standardization activities to ensure consistency in assessment decisions.
2. Internal Verification: Internal verification of assessments will be conducted to ensure that they meet our quality standards.
3. Assessment Design: Assessments will be designed to meet our quality standards and will be reviewed and updated regularly.
4. Marking and Feedback: Marking and feedback processes will be fair, consistent, and provide constructive feedback to students.

Standardization

Lawgracia Global College will ensure that all assessors are standardized to maintain consistency in assessment decisions. This will involve:

1. Standardization Training: All assessors will participate in standardization training to ensure they understand our assessment standards and criteria.
2. Standardization Activities: Regular standardization activities will be conducted to ensure consistency in assessment decisions.
3. Moderation: Moderation of assessment decisions will be conducted to ensure consistency and accuracy.

Internal Quality Assurance Responsibilities

1. Centre Manager: The Centre Manager is responsible for overseeing the implementation of this policy.
2. Internal Quality Assurance Officer: The Internal Quality Assurance Officer is responsible for coordinating and monitoring our internal quality assurance processes.
3. Assessors: Assessors are responsible for participating in internal quality assurance processes and ensuring that assessments meet our quality standards.

Record-Keeping

All records related to our internal quality assurance processes will be kept for (2 years).

Review and Revision

This policy will be reviewed and revised as necessary.