# Standardisation Event Process

## Introduction

The following information is a guide on how to plan and prepare for standardisation events. This document should be used alongside the Centre Handbook and the relevant qualification specification.

## What is standardisation?

Standardisation is a method of ensuring all those involved in the delivery of a qualification or programme, teachers, assessors, and quality assurers, understand and adhere to the programme or qualification in the same way. Standardisation builds teamwork and encourages the sharing of best practice amongst delivery staff.

The process of standardisation helps to ensure that assessment methods and decisions are in line with the principles of assessment:

Valid -the work is relevant to the assessment criteria

Authentic -the work has been produced by the learner

Current -the work is still relevant at the time of assessment

Sufficient -the work covers all of the assessment criteria

Reliable -the work is consistent across all learners, over time and at the required level

This in turn ensures that the methods used are consistent and fair for all learners, whilst meeting the requirements of the qualification or programme.

Standardisation events play a vital role in the creation and reviewing of assessment activities, the construction of evidence and the regulation of assessment decisions.

## Standardisation event management

Responsibility for standardisation should sit with the organisations Lead Quality Assurer (LQA) or Internal Quality Assurer (IQA). It is the role of the Quality Assurer to plan in regular standardisation events across the course of the academic year. Dates should be planned well in advance and communicated to all staff to ensure maximum participation. It is recommended that centres hold a minimum of two standardisation events a year per qualification and staff participation should be mandatory. Evidence of the planning, preparation and execution of each event should be kept for information and may be requested by Gateway Qualifications. It is requisite that this evidence includes an agenda, register of participants, activities, event minutes and participant feedback. It is the responsibility of the Quality Assurer to gather and store this documentation.

## Suggested standardisation activities

* Group discussions on programme and qualification requirements to ensure standardised interpretation
* Reviewing and interpreting policies and procedures
* Production of induction and initial assessment activities
* Creation of schemes of work, session plans and curriculum resources
* Constructing and reviewing assessing and quality assurance documents
* Peer assessment of assessor decisions with feedback
* Sharing of best practice slots to allow delivery staff to share new ideas for assessment activities and resources
* Comparison of how documents and forms have been completed to ensure consistency

## The use of technology in standardisation

If a quality assurer is responsible for delivery at multiple sites or if attendance at a face to face event is difficult due to time constraints, then harnessing the use of technology is ideal.

Technology can also be used in standardisation for:

* Hosting events using video conferencing to discuss programme, qualification or unit details
* Hosting online webinars to create a virtual standardisation event
* Uploading digital voice recordings, digital video recordings and other evidence of assessment to a cloud location for assessors to access and feedback on. Providing developmental feedback with strengths and areas for development
* Producing digital video recordings of how to complete forms and reports for assessors to access if examples are needed
* Uploading digital video recordings of standardisation activities to a cloud location or virtual learning environment for referral purposes

## What are the benefits of standardisation?

Standardisation ensures a consistent learning experience for all learners, across the programme and across all sites (where relevant).

Standardisation also offers the opportunity of maintaining and recording continuous professional development. All staff must have an up to date CPD record which may be viewed by Gateway Qualifications.

## Other benefits of standardisation can include:

* An opportunity to discuss changes and developments.
* Building the confidence of delivery staff.
* Re-assessment to identify errors in assessment decisions or plagiarism by learners.
* Providing an organised approach for the creation, development and review of activities and processes.