Preparing for Sampling

Agenda

- What is required for sampling
- How to prepare for sampling
- Uploading evidence
- What happens during and after sampling
- Claim Submissions
- Help us to help you
- Hints and tips

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Preparing for Sampling
Centre guidance document

Preparing for EQA Sampling

Centre Guidance Document

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The Purpose of Sampling

➤ Sampling is in place to ensure that centres are working in line with Gateway Qualifications requirements and assessing in line with the assessment requirements of the qualification(s) being assessed.

➤ Communication between the External Quality Assurer (EQA) and the centre is primarily through the Quality Assurance contact at the centre.

➤ It is important to update Prism with the new contact details if the Quality Assurance contact changes.

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Annual Plans

The Annual Plan is in place to ensure that qualification sampling is planned to ensure that learner certification is carried out in a timely manner and that assessment is carried out in line with Gateway Qualifications requirements.

The Annual Plan is a working document and can be updated throughout the year to ensure it remains current and in line with the centre's delivery schedule.
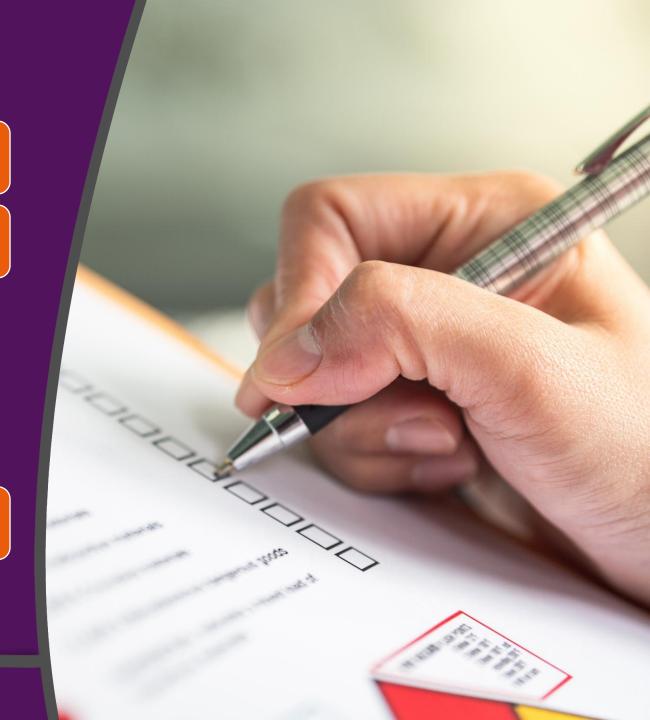
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Planning for sampling

Qualification Sampling usually takes place remotely

As well as selecting a learner sample, the EQA will also require additional documentation, including:

- Assessment documentation
- Cross referencing
- Learner authentication statements, in line with Gateway Qualifications requirements
- IQA sampling Records
- Observations of teaching learning and assessment
- Records of standardisation

All records need to be up to date

Planning for sampling

Ensure that Prism is updated with the latest details and CVs of tutors, assessors, and IQAs involved in the delivery, assessment, and IQA of the qualifications being sampled

Information on how to do this are found on our website: Home > Centre Support > Admin hub > Systems > Prism

When scheduling the sample date, the Centre must allow enough time for the IQA process to be completed and for any actions raised by the IQA related to the assessment of the learners to be signed off

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Selecting a Sample

Risk based approach

- Gateway Qualifications takes a risk-based approach to qualification sampling and the EQA will select their sample in line with Gateway Qualifications sampling strategy.

Claims sampled

- The EQA will primarily select their sample from the claims made by the centre, on Quartzweb, since the last qualification sampling activity.
- the EQA will also request the IQA sampling plans/tracking sheets,to ensure a representative sample is requested. Taking into account:
  - Assessors
  - IQAs
  - Units
  - Assessment sites

Sample upload request

- The EQA will then send the Quality Assurance Contact the sample request including the learners and units required for sampling, as well as the required supporting documentation, and will include an upload link, to upload the evidence to
- During the sampling activity, the EQA may need to extend their sample and a centre contact needs to be available to facilitate this, if required.

Uploading evidence

Qualification Sample Request → **File Naming and Uploading** → **Alternative Systems** → **Timeliness**

During the sample

The Quality Assurance contact or another designated person should be available to provide any additional learner evidence required during sampling and to answer any queries related to the sample provided.

The EQA will sample assessment to ensure:

- The assessment decisions are correct.
- The learners are in line with the assessment requirements.
- There is developmental feedback provided to the learner.

IQA sampling and monitoring activities:

- Where the IQA has raised actions, the EQA will check that these have been completed and signed off.
- The staffing on Prism reflects the current staffing team for the qualification(s) being sampled

If actions are raised following the sampling activity, the EQA will:

- Discuss these with the centre and provide advice and guidance on the nature of the action and what is required to resolve it
- If any concerns regarding malpractice and/or maladministration, this will be escalated to our Centre Compliance team

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Following sampling

EQA report is provided (this is completed on Prism)

- Sampling records will be attached to the report, which includes specific feedback and development points on learner evidence sampled

Feedback is provided

- EQAs may need to increase a risk rating, based on their findings. Actions and recommendations will be provided to be able to work towards decreasing the risk

Risk ratings are applied to each qualification sampled (sampling and/or risk ratings may be increased if the EQA identifies any concerns during sampling)

Response to action forms will need to be created in Prism and submitted to the Quality Team to show you have worked on and completed your actions

DCS recommendation will be included (if applicable)

- We review all recommendations for DCS to confirm whether it can/will be applied.

Areas of good practice will be highlighted

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Claim Submissions

Prior to submitting your claims

Check that all units and qualifications are accurate

Claims being submitted can trigger sampling activity

IQA must be completed prior to submitting claims

Check and confirm which learners are withdrawn/did not complete

Annual Plan: Pre-plan sampling with your EQA(s) to avoid delays

Check and confirm all results submitted are correctly

Summer is the busiest time for all AO's and EQAs, so it is important that you communicate your claiming patterns with your EQA and schedule in sampling dates in advance!

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When uploading evidence through the Egnyte link, ensure evidence is in zip folders for each learner with clear naming conventions.

Common delays in claims being processed and learners not being certificated, include:

- Sampling not being provided on time – EQAs may not be able to rearrange the sampling date
- Evidence not being available at the time of the sample – for example, learner authentication statements/IQA sampling plans/learner evidence and/or assessment records
- Staff not being available at the time the EQA is sampling – please let the EQA know who to contact in your absence if you are unavailable
- Actions following sampling and/or maladministration and malpractice actions

Not able to upload the requested sampling evidence by the agreed date? Let your EQA(s) know as soon as possible

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Hints and Tips

Before contacting us, make sure there isn't a delay at your end

- Example: Exams Officers not checking with relevant Quality Assurance staff when chasing us for outstanding claims

Upload everything that has been requested in one go. If you know something is missing, let the EQA know as soon as possible

For sampling to be in line with your claiming arrangements, ensure that you complete your Annual Plan and meet our deadlines.

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Annual Plan

To ensure that your sampling needs have been planned for and can be guaranteed in peak periods, we will ask you to complete an Annual Plan each year. This will allow us to prepare a sampling schedule for your centre for the year ahead.

You are welcome to add all the times throughout the year when you expect to submit a claim, and we will combine your sampling into manageable timeframes which align with your certification expectations.

Our Annual Plans webpage has been updated, with detailed guidance on how to locate, complete and upload your Qualification Sampling Annual Plan for 2025/2026! Please get in touch with the Quality Team if you are having any trouble with them.

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Questions?

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Contact us

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