

# The RSL How to Guides

## How to Read your External Quality Assurance Summative Sampling Report

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## What is External Quality Assurance?

External Quality Assurance is conducted by RSL as part of the quality assurance process. RSL undertakes External Quality Assurance in a number of different ways, however, the sampling of internally assessed units is fundamental to this process.

## The Process of Sampling

Sampling internally assessed units by the centre is undertaken in one defined window in the academic year. You will agree a date for a summative sample within the window specified in the [Key Dates Calendar](#). Learners will participate in sampling in all years of their course, not just the year of certification.

External Quality Assurers (EQAs) remotely sample the work of their allocated centres within this window. Sample sizes are set by RSL and can be found in the Centre Handbook, available on our website - <https://www.rslawards.com/vocational/deliver-qualifications/>

External Quality Assurers are looking for:

- Does the learner work meet the standards?
- Does the learner work meet the grading criteria?
- Is there sufficient feedback?
- Has the internal assessment policy been adhered to (late submissions, capping resubmissions etc.)?
- Trends in the centre (good or poor practice)
- Decision making of individual assessors
- Areas of strength
- Areas of weakness (i.e. not meeting a specific assessment criteria across the centre can potentially be a sign of issues in teaching content.)

For more detailed information on the process of External Quality Assurance, please refer to [HTG Submitting Work for External Quality Assurance](#).

Feedback on all sampling is recorded on an External Quality Assurance Summative Sampling Report (Please see Appendix 1: External Quality Assurance Summative Sampling Report.)

The External Quality Assurance Sampling Report

<b>RSL</b> Awarding the Contemporary Arts		
<h2>External Quality Assurance Sampling Report</h2>		
<b>EQA Name:</b>	<b>Date of Sampling:</b>	
<b>Type of Sample (Partial/Summative)</b>	<b>Number of Sample (First/Second Sample)</b>	
<b>Centre No:</b>	<b>Name and Email of Quality Representative:</b>	
<b>Centre Name:</b>		
<b>Centre Address:</b>		
Any outstanding issues from previous external quality assurance activities: Please state:		
<b>Qualifications</b>		
<b>QAN Number</b>	<b>Name</b>	<b>Expiry date</b>

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The first page of the report shows the key information for your centre including the qualifications that are being sampled.

*Type of Sample:*

A Partial Sample is required if your EQA is unable to see a full sample and none of your learners are completing the qualifications in the current academic year. In this instance, your EQA could be going through the process by reviewing the parts of the sample that are ready. This could mean looking at fewer units of learners’ work or just looking at the assignment briefs, depending on what is available.

A Summative sample is for completed units.

Overall Judgements			
Assignment Briefs	Yes/No	Assessment Decisions	Yes/No
Are assignment briefs fit for purpose?		Are all assessment decisions agreed?	
Is there evidence of effective internal verification for assignment briefs?		Is there evidence of effective internal verification of assessment decisions?	

#### Assessment Sampling

Please identify the qualifications and units selected for sample in the table below.

Sample required:			
	Qualification Title	Units Sampled	Number of Learners Sampled per unit
1	e.g. Level 3 Subsidiary Diploma for Music Practitioners	349 Planning for a Career in Music	4
		362 Lead Performer	4
		364 Music Improvisation	4

This page is an overall summary of the report and allows you to see at a glance what the status of the report is. There must be a 'yes' in all of the top four boxes for certification to be released.

If there is a 'no' in any of those boxes, a second sample will be requested.

The 'Sample Required' box outlines the sample requested by your EQA.

**Sample Details**

*Please complete a table per unit*

Unit 1				
Qualification Title:				
Unit Name and Number:				
Assessor:		Internal Verifier:		
Learner Name	Grade Awarded	Is the assessor's decision accurate?	Is the IV's decision accurate?	Moderated grade if applicable

Each unit in the sample will have its own grid as above.

Each box under 'Is the assessor's decision accurate?' and 'Is the IV's decision accurate?' must have a yes in it. If there is a no, this will generate a second sample.

If your EQA cannot find the evidence to agree the grade given, they will give a moderated grade (unclassified, Pass, Merit or Distinction) in this column. They will justify the decision for this judgement in the 'comments on external quality assurance sample' box later in the form

In the second sample, if sufficient evidence is provided for the learner to achieve the original grade given by the centre, that grade will stand. If there is not sufficient evidence, the moderated grade will stand.

Comments on external quality assurance sample, including actions arising from the sample.


*Please include areas of good practice and areas for development (if relevant)*

*If the assignment briefs are not fit for purpose and the reason the work has not met requirements, please outline that here.*

This is where your EQA will provide feedback based on the sample. If moderated grades have been given, these will be justified here, using the grading criteria language.

Feedback will be provided for each unit sampled and will include the following:

- Feedback on both assignment briefs and assessment decisions.
- Areas of good practice and areas for development (if relevant)
- If the assignment briefs are not fit for purpose and this is the reason the work has not met requirements, this will be outlined here.
- If your centre will require a second sample, the report will outline *why* and what the second sample will be (please refer to the sampling methodology in the centre handbook.)
- You will be referred to the action plan.

		
Can all the learner's work be attributed to them?		
If not, please describe the issues found		
<b>Comments and overall observations on sample:</b> <i>Please comment upon general elements of the sample to include areas such as good communication from centre, ease of navigation of the sample, systemic issues etc.</i>		
<div style="border: 1px solid black; height: 100px;"></div>		
<b>Certification</b>	<b>Yes</b>	<b>No</b>
Can the centre claim certification for internally assessed units		

*Can all the learner's work be attributed to them?*

This is asking for evidence of authenticity i.e. signed learner statements, clearly labelled written work, clearly labelled video and audio evidence. If there is evidence of templates provided which very explicitly lead students and mean that they have essentially produced the same piece of work, this is an area for concern that your EQA will highlight. Plagiarism will also be highlighted.

*Comments and overall observations on sample:*

This is where your EQA will give feedback overall about the sample in general, **not** justifying the grading decisions (that is the previous from page 5.) Comments in this box could include

- Communication between your centre and your EQA.
- Ease of navigation of the sample.
- Systemic issues i.e. frequent use of templates, plagiarism.
- Highlight good practice.
- Recommendations for future developments (which do not impact on certification for this year).

*Certification:*

This is either a yes or no answer.

If there are *any* actions from the report which could impact upon certification, the answer is no.

**Everything** must be signed off for this to be yes (e.g. if one unit is fine but the other unit is not, the answer is no)

If the answer is no, the actions in the action plan must be followed in order to release certification.

Action Plan for the Centre				
Immediate term (must be completed in order to release certification)				
Date	Justification	Action Required	By When?	Date Action Completed

Medium/ Longer term (will not stop certification but recommendations for future practice)				
Date	Justification	Action Required	By When?	Date Action Completed

EQA Name	
Signature	
Date	

Your EQA will complete an action plan for your centre. If there are issues which will impact certification (e.g. a second sample is required) this will go in the immediate term actions.

- **Immediate Term Actions** – Must be completed to release certification
- **Medium/Longer Term Actions** – Will not stop certification but are recommendations for future practice.

In the action plan:

*Justification*

- Why the action is necessary

*Action Required*

- The actions will be SMART and make it explicit what your centre needs to do in order to certificate. The second sample will be chosen at this stage and put into the report (please refer to the centre handbook for guidance on sampling methodology)

*By When*

- Your EQA will set a deadline for the receipt of the second sample. That this must be completed by the date identified for second sample in the key dates calendar. As long as it is completed by the final date, the date within the window can be negotiated with your centre to allow you sufficient time to make the amendments.

## What will the report look like for a partial sample?

This will depend on what form the partial sample takes. If your EQA is able to look at one unit out of the sample selected, they will complete the appropriate boxes for that unit and then ensure the action plan references the next part of the sample and that this report does not permit certification.

If you are only able to provide assignment briefs, your EQA will complete the 'Assignment Briefs' boxes in the 'Overall Judgements' box on page 2 and identify in the 'Assessment Sampling' box that a sample will be selected in the next academic year. If there are issues with the assignment brief (i.e. if the EQA selects 'No' to one or more of the boxes, they will provide feedback in the 'Comments on external quality assurance sample' box on page 5 and set the actions to be completed prior to the sample the next academic year.

### Further Reading:

RSL Vocational Centre Handbook - <https://www.rslawards.com/vocational/deliver-qualifications/>

[RSL Key Dates Calendar](#) (Performance Tables)

[RSL Key Dates Calendar](#) (Non-Performance Tables)

[HTG Conducting Internal Verification for Vocational Qualifications.](#)

[HTG Submitting Work for External Quality Assurance.](#)

[HTG Writing an Assessment and Internal Verification Plan.](#)

[HTG Conducting Standardisation.](#)

[HTG Continuous Professional Development.](#)

## Appendix 1: External Quality Assurance Sampling Report

<b>EQA Name:</b>		<b>Date of Sampling:</b>	
<b>Type of Sample (Partial/Summative )</b>		<b>Number of Sample (First/Second Sample)</b>	

<b>Centre No:</b>		<b>Name and Email of Quality Representative:</b>	
<b>Centre Name:</b>			
<b>Centre Address:</b>			

Any outstanding issues from previous external quality assurance activities: Please state:

Qualifications	
QAN Number	Name

Overall Judgements			
Assignment Briefs	Yes/No	Assessment Decisions	Yes/No
Are assignment briefs fit for purpose?		Are all assessment decisions agreed?	
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#### Sample Details

Unit 1				
Qualification Title:				
Unit Name and Number:				
Assessor:		Internal Verifier:		
Learner Name	Grade Awarded	Is the assessor's decision accurate?	Is the IV's decision accurate?	Moderated grade if applicable

Comments on external quality assurance sample, including actions arising from the sample.

*Please include areas of good practice and areas for development (if relevant)*

*If the assignment briefs are not fit for purpose and the reason the work has not met requirements, please outline that here.*

Can all the learner's work be attributed to them?

If not, please describe the issues found

Comments and overall observations on sample:

*Please comment upon general elements of the sample to include areas such as good communication from centre, ease of navigation of the sample, systemic issues etc.*

Certification	Yes	No
Can the centre claim certification for internally assessed units		

Action Plan for the Centre

Immediate term (must be completed in order to release certification)				
Date	Justification	Action Required	By When?	Date Action Completed

Medium/ Longer term (will not stop certification but recommendations for future practice)				
Date	Justification	Action Required	By When?	Date Action Completed



Awarding the  
**Contemporary Arts**

EQA Name	
Signature	
Date	