**Internal Quality Assurance Report**

**(All sampling is done on EPAs prior to the issue of a result)**

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| **Internal Quality Assurer** | Name of IQA doing the work. |
| **End Point Assessor** | IEPA who conducted the EPA. |
| **Date of assessment** | Date of EPA that is being quality assured |
| **Date of IQA** | Date this form is being completed (auto) |
| **Current RAG rating of assessor** | Auto added. - can link to that page |

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| **Learner Name** | Auto added |
| **Learner number** | Auto added |
| **Apprenticeship Standard** | Auto added |
| **EPA component(s) for IQA** | Dropdown of EPA components- IQA will select – checkboxes. |

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| **Checklist** | | | | |
| **Item/Areas** | **Yes** | **No** | **N/A** | **Comments** |
| **During the assessment** | | | | |
| Did the assessor brief the apprentice and ensure that they understood what was expected as per Summit guidelines?  **(link to IEPA training manual to be created)** |  |  |  | Radio buttons, select 1. add comments. |
| Did the assessor confirm the apprentice identity?  **(link to identity guidance doc in training manual)** |  |  |  | Radio buttons, select 1. add comments. |
| Was recording equipment used and set up correctly?  **(link to training manual)** |  |  |  | Radio buttons, select 1. add comments. |
| Did the assessor carry out the assessment as stated in the assessment plan and IEPA guidelines?  **(Link to Assessor Guides and Standard Assessment Plan)** |  |  |  | Radio buttons, select 1. add comments. |
| Have the correct assessment documents/tools been used for the assessment(s)?  **(Link to Assessor Guides and Standard Assessment Plan)** |  |  |  | Radio buttons, select 1. add comments. |
| Did the assessor assess against all of the assessment criteria and grades? **(Link to Assessor Guides and Standard Assessment Plan)** |  |  |  | Radio buttons, select 1. add comments. |
| For standards where the IEPA uses their own questions, were the questions asked as per the assessment plan and IEPA guidelines? **(we can identify these and tell summit, so this question only appears if its one of these standards)** |  |  |  | Radio buttons, select 1. add comments. |
| Has the assessor checked for any approved reasonable adjustments?  If RAs were authorised, have they been applied?  **(link to RA reports and RA policy)** |  |  |  | Radio buttons, select 1. add comments. |
| **Post Assessment** | | | | |
| Has the assessor correctly completed all appropriate Summit documentation?  **(Link to Assessor Guides)** |  |  |  | Radio buttons, select 1. add comments. |
| Did the assessor provide an effective commentary of the assessment?  **(Link to Assessor Guides) anchored to right page and paragraph** |  |  |  | Radio buttons, select 1. add comments. |
| If required, did the assessor document answers to questions?  **(we can identify these and tell summit, so this question only appears if its one of these standards)** |  |  |  | Radio buttons, select 1. add comments. |
| Does the feedback to learner comply with Summit requirements?  **(link to IEPA training manual to be created)** |  |  |  | Radio buttons, select 1. add comments. |
| Did the assessor inform the learner of the next steps?  **(link to IEPA training manual to be created)** |  |  |  | Radio buttons, select 1. add comments. |
| Has the assessor met their agreed SLA’s?  **(Display summit SLA last 5 history and link to all SLA info for that assessor.)** |  |  |  | Radio buttons, select 1. add comments. |

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| **Discrepancies relating to assessment criteria awarded (copy this box if more than one AC (assessment criteria) disagreed)** | | | |
| Criteria disagreed | Awarded/not awarded | IQA concerns explained in detail | EPA justification/comments |
| (IQA adds this) | (yes/no, added by IQA) | (IQA adds this) | IEPA adds this having looked at the IQA information |
| Outcome (agreed by IQA and IEPA) | (IQA adds notes here) | | |

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| **Assessment issues (non-compliance of standard or Summit requirements) IEPA improvements required prior to next EPA for (auto list standard full title and version)** | |
| Area of concern | Development required |
| (IQA adds this) | (IQA adds this) |
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(If this box has data then summit must auto set IV for the next EPA this assessor does for this standard. Summit needs to tell IQA this is the reason for this IQA. The IEPA portal should also show their next EPA will be IQA’d against this development criteria – make this come up on their dashboard that needs a checkbox to remove like we do on reasonable adjustments).

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| **Considerations for Summit (amendments/updates to guides/processes/documentation) internal recommendations** | |
| Area | Suggestion |
| (IQA adds this) | (IQA adds this) |
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**Summit creates a development plan with all these suggestions where we can tick them as complete, add notes, etc. The plan should state where the point came from and a link bacl to this form for example.**

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| **Summary of IQA report (general feedback from IQA to IEPA)** |
| (IQA adds this) |

**This should end up on IEPA dashboard as a summary of the report the IEPA should be able to click and see.**

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| **EPA response, comments and feedback.** |
| IEPA see this on their dash to fill in. |

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| **IQA final response, comments and feedback.** |
| (IQA adds this) |

**This should be an optional box that the IQA can add. end up on IEPA dashboard ONLY if populated.**

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| **Digital Sign off using checkbox – auto date and time stamped** | | |
| **name** | **Signature** | **Date** |
| IQA |  |  |
| EPA |  |  |
| QM |  |  |

**List of IQA reports in the list somewhere. IEPAS see their docs, IQAs see all.**

**Data extracted from forms in a report on summit with filtering.**