

QUALITY ASSURING SENIOR PHASE LEARNER EVIDENCE

A step by step guide

PLANNING

You will need to set up an online space for quality assurance. You can download some examples for this [HERE](#).

Watch this [VIDEO](#) to see how you could set up the online space.

You can download suggested text to use [HERE](#).



ASSESSMENT EVIDENCE



Identify the assessment evidence to be used in the process. This may be one item or a number at different levels. Watch this [VIDEO](#) to see how to upload evidence from your computer.

Watch this [VIDEO](#) to see how to upload multiple pieces of evidence as one PDF, using a mobile device.

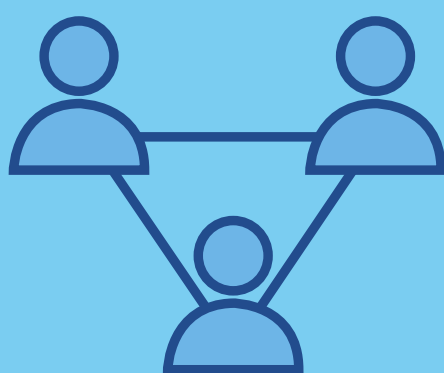
Upload the evidence to the online space and complete the section explaining the context etc of the assessment.

QUALITY ASSURANCE

Identify 2 or 3 practitioners who will take part in the process.

The practitioners should read the explanation of what the assessment evidence is and how it was created before the review the assessment evidence.

Practitioners should review the assessment evidence and complete the questions in the tables provided.



DIALOGUE

Once all the practitioners have completed their reviews come together to discuss their comments and levels.

Agree on final grades or levels for the assessment evidence.

It may be worth considering keeping the information you have gathered during this process for future work or for validation of the quality assurance by others.

