Standardisation Procedure

How our assessors agree a shared standard for the English Speaking, Listening and Communicating assessment.

Awarding organisation	VQA
Approved by	Christine Jamieson, Head of Centre
Date approved	November 2026
Next review	November 2027

Standardisation Procedure

Centre	Maximize Education Ltd, 9 Telford Court, Loansdean, Morpeth, NE61 2DB
Awarding organisation	VQA, formerly TQUK (Functional Skills English and maths, Levels 1 and 2)
Head of Centre	Christine Jamieson, CEO
Centre Contact and Exams Officer	Joe Briddon, General Manager
Lead Internal Quality Assurer	An experienced English tutor, holding or working towards a recognised IQA qualification
Date approved	November 2026
Next review	November 2027, or sooner if VQA guidance changes

1. Purpose

This procedure explains how Maximize Education standardises assessment of VQA Functional Skills English Speaking, Listening and Communicating. It supports section 13 of our Assessment, Internal and External Quality Assurance Policy.

Standardisation makes sure every assessor makes pass or fail decisions to the same standard as VQA, so no learner is advantaged or disadvantaged by who assessed them.

2. Internal standardisation

Where more than one member of staff assesses the same qualification, VQA requires us to standardise internally, and our External Quality Assurer (EQA) reviews this. We standardise even when only one assessor is active, so that new staff join an agreed standard. Standardisation is led by the Lead Internal Quality Assurer and follows VQA's qualification specification and Speaking, Listening and Communicating guidance.

When it happens

- At least 2 standardisation meetings a year, attended by all assessors and Internal Quality Assurers
- Before the first Speaking, Listening and Communicating assessments of the year, or at a new level
- When a new assessor or Internal Quality Assurer joins, before they assess or quality assure on their own
- After an EQA report with actions, to put the actions in place

What happens at a meeting

1. All assessors and Internal Quality Assurers independently assess the same sample of recorded assessments, using the Learner Assessment Record (SLC). This includes our own recordings and any exemplar materials VQA provides.
2. The group compares decisions and identifies any differences in standards.
3. Differences are discussed and the Lead Internal Quality Assurer confirms the agreed decision, with reasons, against VQA's assessment criteria.
4. The group refers to the assessment criteria, the approved tasks and previous EQA feedback.

5. The group agrees how forms and feedback are completed, and any actions for individual assessors.
6. The Lead Internal Quality Assurer records the meeting on the standardisation record (Appendix A).

Where possible, samples include a range of levels, assessors and borderline decisions. Any assessor whose decisions differ significantly is given support and has more of their work checked through internal quality assurance.

3. National standardisation and external checks

- We take part in national standardisation activities whenever VQA asks, and share what we learn at our next standardisation meeting.
- For the first 10 learners on each qualification, the Lead Internal Quality Assurer reviews every assessment, and the EQA observes or has access to them. This confirms our standard matches VQA's before we assess more widely.
- The EQA reviews our standardisation records as part of the Centre Risk Assessment.
- If the Lead Internal Quality Assurer changes, the Centre Contact updates our VQA centre profile, and the new person leads a standardisation meeting before the next assessments.

4. Records

The Lead Internal Quality Assurer keeps a record of every standardisation meeting, including the date, who attended, and the agenda or minutes. Records are shared with all staff who attended, made available to the EQA, and kept securely for at least 3 years, in line with section 9 of our Assessment, Internal and External Quality Assurance Policy.

Approval

	Name	**Date**
Approved by Head of Centre	Christine Jamieson	
Signed		
Next review		November 2027

References

- VQA, Functional Skills Qualification in English at Levels 1 and 2, qualification specification
- VQA, Functional Skills Speaking, Listening and Communicating Handbook, v1.0
- VQA, EQA Strategy including Centre Assessment Standards Scrutiny (CASS) Strategy (QA.P.11)
- Maximize Education, Assessment, Internal and External Quality Assurance Policy

Appendix A: Standardisation Meeting Record

Date	
Level (tick)	☐ Level 1 ☐ Level 2
Led by (Lead Internal Quality Assurer)	

Attendees

Name	Role (assessor or IQA)	Signature

Samples reviewed

Recording or learner reference	Original decision (pass or fail)	Decisions given by group	Agreed decision	Reason for agreed decision

Outcomes

Key points agreed	
Actions (who and by when)	
Lead Internal Quality Assurer signature and date	