



Cosmoarabism College - UK
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INTERNAL QUALITY ASSURANCE (IQA) POLICY

1. Introduction

Cosmoarabism College - UK is committed to maintaining the highest standards of integrity, fairness, and transparency in all assessments and examinations. This Internal Quality Assurance (IQA) Policy sets out the framework, procedures, and responsibilities for planning, delivering, and evaluating assessments to ensure consistent academic quality.

2. Purpose

This policy aims to:

- Establish consistent standards for assessment management.
- Ensure the security, validity, and reliability of examination content and results.
- Uphold principles of equity, academic integrity, and transparency.
- Provide clear guidance to staff and students on assessment practices.

3. Scope

This policy applies to:

- All summative and formative assessments conducted by Cosmoarabism College - UK.
- All modes of assessment, including in-person, online, open-book, and timed evaluations.
- Academic staff, learners, invigilators, and administrative personnel involved in assessment processes.

4. Types of Assessment

College assessments include:

- Written examinations

- Oral presentations and voice
- Practical demonstrations and laboratory assessments
- Online timed assessments with secure proctoring
- Coursework, projects, and assignments linked to assessment schedules

All assessment types follow clear marking criteria, internal verification, and moderation protocols to ensure reliability and fairness.

5. Responsibilities

Principal:

- Holds overall accountability for compliance with IQA and assessment policies.

Academic Director:

- Oversees assessment strategy and ensure alignment with curriculum objectives.

Examinations Officer:

- Manages the assessment calendar, venue bookings, invigilation, and distribution of materials.
- Maintains secure records of assessments and oversees handling of scripts.

Quality Assurance Manager:

- Monitors internal and external assessment integrity.
- Conducts standardisation, moderation, and appeals processes.

Invigilators:

- Ensure compliance with assessment regulations during exams.
- Record attendance and incidents accurately.

Tutors:

- Provide learners with guidance and preparation support.
- Submit assessments and marks within agreed deadlines.

Learners:

- Comply with assessment conduct rules and instructions.
- Present valid identification and adhere to examination regulations.

6. Assessment Planning and Scheduling

- Assessment schedules are published each term and shared with staff and learners.
- Students are informed of assessment types, duration, permitted materials, and submission methods.
- Special arrangements (e.g., extra time, separate rooms) are provided for learners with approved support needs.

7. Security of Assessment Materials

- Assessment content is stored digitally in encrypted systems with restricted access.
- Physical materials are securely stored and released only to authorised personnel.
- Online assessments are monitored through secure platforms with activity tracking.

8. Delivery of Assessments

- In-person assessments are conducted in controlled environments with strict supervision.
- Online assessments include identity verification and monitoring.
- Attendance, lateness, and irregularities are documented by invigilators.

9. Breaches and Malpractice

- Breaches include cheating, collusion, impersonation, or possession of unauthorised materials.
- All suspected incidents are recorded and investigated by the Quality Assurance Manager.
- Disciplinary outcomes follow the College Malpractice and Academic Integrity Policy.

10. Marking and Feedback

- Assessments are marked according to published criteria.
- Internal verification ensures consistency and fairness across all assessors.
- Feedback is provided within 10–15 working days from submission or assessment date.

11. Results and Appeals

- Results are released following verification and internal quality checks.
- Learners may request a review or appeal within 5 working days of publication.
- Appeals are processed through the College Enquiries, Complaints, and Appeals Procedure.

12. Record Keeping

- Assessment scripts, attendance logs, and moderation records are retained for a minimum of three years.
- Digital backups are maintained for all online submissions.

13. Monitoring and Review

- The Examinations Officer and Quality Assurance Manager review assessment processes annually.
- Learner feedback informs improvements in assessment planning, delivery, and scheduling.

Approved by:

Director General, **Cosmoarabism College - UK**

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