

Sampling strategy guidance notes

The award of an IRRV RQF Level 3 Diploma is based on a number of assessment decisions. External Quality Assurance is about checking the consistency of assessments. It is not cost effective or feasible to check every single assessment, so you look at a sample of the centre's assessments. This will normally involve meeting candidates and is not solely based on inspection of assessment records.

The purpose of sampling candidates' assessments is to determine how well a centre's quality arrangements are working and to check the assessment is consistent with national standards. In selecting a sample you need to consider:

1. the characteristics of the sample compared with those of all assessments carried out
2. what size of sample to check .

The characteristics of the sample

The sample should be constructed so that it is representative of the whole and should ensure that all types of candidates, assessors and IQAs are selected in the sample. Inexperienced assessors will need support because they may not be familiar with the assessment methods or the standards and the sample may contain a larger proportion of their assessment decisions than an experienced assessor. Below is listed some of the sampling strategies which you can use.

A selection of units across a sample of portfolios

The whole qualification across a sample of portfolios

A sample of units across all assessors

A certain percentage of portfolios in detail and the rest scanned

Sampling by a particular source of evidence

The size of the sample

The sample size will depend on factors such as how new the centre is, how disparate the satellite centres are to the hub, how many candidates and assessors there are attached to the centre, previous problems identified and support required for the centre.

Visiting schedule

Where a centre has many satellites a simple spreadsheet is often sufficient to record the assessments taking place at the satellites over time.

| Candidate | | | | |
|------------------|-------|-------|-------|-------|
| Satellite centre | No: 1 | No: 2 | No: 3 | No: 4 |
| A | * | | | |
| B | | * | | |
| C | | | * | |
| D | | | | * |

For further advice and guidance see the RQF Centre Guide, or contact:

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