External Quality Assurance (EQA) Monitoring

STAGE 01

Requesting EQA monitoring

- Once you have submitted your completed RACs and identified that EQA monitoring is required, complete the EQA monitoring request form linked below to request EQA monitoring. The date requested must be at least 2 weeks in advance.
- External Quality Assurance (EQA) - AIM **(aim-group.org.uk)**

STAGE 02

EQA Team complete internal checks

Once the EQA Team have received your EQA Monitoring request they will carry out internal checks and contact you if any actions are required before the monitoring can go ahead.

STAGE 03

Sample selected for EQA Monitoring

- Once the EQA team have completed their checks and allocated an EQA, a sample will be selected for your EQA monitoring.
- You will receive an email with instructions on how to view your sampling requirements on **Quartzweb** and where to upload the required samples on SharePoint within 5 working days of your EQA monitoring request providing there are no issues.
- Samples must be uploaded by the date set for EQA monitoring. The following information will be required
  - Assignment brief(s)
  - IV records for assignment brief(s)
  - Samples
  - Assessor feedback and assessment decisions
  - IV records for assessment decisions
  - Learner authenticity declarations
- Once you have uploaded the required documentation, select the Sample Uploaded Button on Quartz to confirm that this has been done.

STAGE 04

EQA Monitoring in Progress

- Once you have provided the required documentation for your EQA monitoring, the EQA will review this and complete their report within 5 working days.
- The EQA will contact you during this time if any additional information is required.

STAGE 05

EQA Monitoring Completed

- Once the EQA has completed their report, this will go through our internal quality assurance checks which can take up to 5 working days.
- Your report will then be released and available for you to view on Quartz and your RACs will be processed.
- You will receive certificates within 10 working days of your EQA monitoring report being released.