

P4 Internal Audit / Evaluation Form

The purpose of this form set out audit / monitoring criteria and record audit outcomes made.

Section 1: Particulars of Audit		PLEASE USE BLOCK CAPITALS	
Date:	<input type="text"/>	Area for Audit:	<input type="text" value="Manual Information Systems"/>
Auditor(s):	<input type="text"/>		
Section of QMS / Relevant Services:	<input type="text" value="P4"/>		
Staff Member Audit:	<input type="text"/>		

Grading Scale:

3 = Strength

There is **plentiful documentary evidence** to indicate that achievement in this area is above average. This is an example of good practice which should be disseminated.

2 = Acceptable

There is evidence that achievement in this area meets expectations. With further development, this could become an area of strength

1 = For Improvement

There is little or **no evidence** that achievement in this area meets expectations. Improvement is needed.

Section 2: Plan and Outcomes

Plan of Action for Audit / Monitoring:

Results:

	Standard Item	Yes	No	Grade	Comment / Evidence
1.	Does your information management system provide reports relevant to programme review and evaluation and for external monitoring by QQI?				
2.	Do the terms of reference of the governance committees at various levels specify what information / reports / indicators need to be supplied for review?				
3.	Are there support arrangements in place to ensure the security and sustainability of information systems?				
4.	Are there data protection procedures in place to ensure that data is managed securely and that data relating to learner assessment is accurate and complete.				
5.	How do information systems support the ongoing operation of quality assurance and monitoring? Are there tracking systems? Who has access?				
6.	Are the areas of potential vulnerability in your quality assurance of assessment known in the organisation?				
7.	Are the systems to promote security in assessment – materials, processes, learner work and records, in place and monitored for effectiveness?				
8.	Are there policies in place for informing and governing the conduct of assessment – from programme development to learner appeals?				
9.	Are the outcomes of assessment, formative and summative, used to inform learners' progress?				
10.	How do you know how your award outcomes and other programme data compare with those of other providers operating in the same area, nationally or internationally?				
11.	How is the learning from results approval panel / exam board meetings used to inform and improve future practice?				
12.	Are there approval processes for new assessment instruments?				
13.	How is assessment of skills quality assured when carried out in an 'on the job' setting?				
14.	What are the primary issues to consider when quality assuring assessment in a blended learning programme?				
15.	How would you deal with cases of plagiarism, alleged or admitted?				
16.	Is there a policy on handling disagreements between external examiners / authenticators and lecturers / tutors?				

Scoring total Applicable

Scoring total Yes

Overall Score

Section 3: Sign Off

Staff Member / Trainer: Indicate your level of agreement with the feedback/scoring offered by the auditor on the evaluation of this area:

Totally agree ☐

Agree with some aspects ☐

Disagree ☐

Staff Member:

Date:

Auditor:

Date:

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Auditor Name:

Date of Audit:

Internal Audit Non-Conformance Report Summary

	Action to be resolved	Current Status	Progress Plan	Person in Charge	Date Action Opened	To be completed by
1.						
2.						
3.						
4.						
5.						

Section 3: Sign Off

Staff Member:

Date:

Auditor:

Date: