WHAT A DEFENSIBLE SAMPLING RECORD SHOULD SHOW

BRITISH INSTITUTE OF ASSESSMENT PROFESSIONALS

Six elements that make sampling purposeful rather than procedural

Internal Quality Assurance — Sampling Record Checklist

1

Sample Rationale

Why were these learners, units or assessors selected?
The rationale must be visible — not assumed.

2

Risk Factors Considered

New assessors, recent changes, previous actions,
unusual achievement patterns or learner complaints?

3

Evidence Reviewed

What was examined and against which criteria?
Be specific about what the IQA actually looked at.

4

Assessment Decision Tested

Not just whether evidence exists — but whether
the assessor's judgement stands up to scrutiny.

5

Outcome and Actions

What was found? What needs to change, who is
responsible, and by when will it be reviewed?

6

Pattern Across Samples

Does this finding connect to a wider trend?
Patterns inform standardisation and CPD.

If no action is required, the record should still explain

Supporting IQAs to build purposeful, defensible quality assurance

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