

STRATEGY CENTRE ASSESSMENT STANDARD SCRUTINY POLICY

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REVISION HISTORY

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RED DUNE

Strategy For Centre Assessment
Standard Scrutiny Policy

REDDUNE TRAINING CETNER

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RED DUNE TRAINING CENTRE

1. Purpose, Scope & Regulatory Alignment

Red Dune Training Centre's assessment standard scrutiny ensures every assessment is fair, valid, reliable, and consistent over time and across locations, tutors, and cohorts. Scrutiny confirms that assessment instruments measure the intended learning outcomes, marking is applied accurately to approved criteria, and outcomes are defensible, auditable, and comparable with awarding-body expectations. It also safeguards impartiality, protects learners, and drives continual improvement in line with our quality management system.

Scope—qualifications and delivery modes.

This policy applies to all qualifications, units, and short courses delivered by Red Dune in Saudi Arabia, including international programmes and centre-devised assessments where permitted. It covers delivery and assessment conducted in classroom, blended, and fully remote modalities, including online proctored examinations, practical assessments, projects, and workplace evidence. The scope includes all assessors, internal quality assurers (IQAs), examinations/assessment officers, and subcontracted delivery partners acting on behalf of Red Dune.

Regulatory alignment.

Scrutiny will be planned and carried out to align with:

- **Saudi TVTC.**
- **International awarding bodies.**
- **ISO 9001** (quality management), **ISO 45001** (occupational health & safety), and **ISO 14001** (environmental management) principles—particularly risk-based thinking, documented information control, competence and awareness, legal/other compliance obligations, and corrective action for continual improvement.

Where awarding-body or TVTC rules are more stringent, Red Dune will follow the stricter requirement and record any local adaptations within controlled documents and standard operating procedures.

RED DUNE TRAINING CENTRE

2. External Scrutiny, Compliance & Benchmarking

External Scrutiny, Compliance & Benchmarking

Red Dune Training Centre commits to transparent, cooperative engagement with all External Quality Assurers (EQAs) and external moderators. On request, we will provide secure, timely access to complete evidence packs, including approved assessment instruments and versions, sampled learner work with assessor annotations, assessor feedback and grading rationales, IQA sampling plans and reports, standardization minutes, assessor competence records, and results-approval documentation. Where assessments are practical or workplace-based, authenticated records (attendance, invigilation, photos/videos where permitted) will be included. Data will be shared through controlled channels that preserve confidentiality and integrity.

Quality Gates (Pre and Post Results)

Before results release, a Results Approval Panel (RAP) verifies conformity to awarding-body specifications, completion of IQA checks, resolution of anomalies, and accuracy of data entry. No cohort results are issued without RAP sign-off. After each series, a post-results review is held to evaluate EQA feedback, appeals, adjustments, and any incident reports; actions are logged, owners assigned, and target dates set.

Responding to Awarding-Body Actions

Conditions, recommendations, or risk flags trigger our corrective and preventive action (CAPA) process. The Quality Lead conducts a documented root-cause analysis, agrees proportionate remedies (policy/process updates, targeted assessor retraining, re-marking, enhanced sampling), and verifies closure effectiveness. Where delivery must pause or be limited, the Head of Centre authorizes and communicates the plan to stakeholders.

Benchmarking & Audit Readiness

We maintain trend analyses for grade distributions, assessor variance, borderline outcomes, resubmission rates, and malpractice indicators, comparing cohorts/sites and—where available—sector norms. Findings feed our management review and continual improvement cycle to align with awarding-body rules, TVTC requirements, and ISO 9001 (quality management), ISO 45001 (H&S), and ISO 14001 (environmental) frameworks. Records remain audit-ready, controlled under our document retention schedule and presented promptly for TVTC or awarding-body audits.

3. Assessment Design & Marking Standards

Red Dune designs, delivers, and scrutinizes assessments to ensure they are valid, reliable, fair, and aligned with international qualifications and Saudi TVTC requirements. Each qualification syllabus is unpacked into clear Learning Outcomes (LOs) and Assessment Objectives (AOs). These are mapped to explicit assessment criteria and unit mark schemes so every task, question, and practical activity evidence specific outcome. Mapping matrices are maintained as controlled documents under our QMS (ISO 9001) with defined owners and review cycles.

We only use awarding-body approved assessment instruments and formats templates, practical checklists, and project briefs). All instruments carry version numbers, publication dates, and change logs. Any revision follows document control: request → impact review → approval by the Quality Lead → controlled release to tutors/assessors → withdrawal of superseded versions.

Marking guidance details level descriptors, pass thresholds, and borderline rules to secure consistent judgments across assessors, cohorts, and delivery modes (classroom/blended/remote). The guidance explains how to apply criteria to practicals, projects, and simulated workplace tasks (e.g., risk assessments, incident investigations), including evidence requirements (photos, forms, witness statements) and authenticity checks. Tolerance bands are defined for double-marking and reconciliation during standardization.

Reasonable adjustments and special considerations are managed case-by-case, aligned to awarding-body and TVTC rules. Adjustments (e.g., extra time, assistive technology, accessible formats) must not compromise the assessment's validity or the intended LOs/AOs. Special considerations for unforeseen events are recorded with evidence and auditable decisions.

All assessment activities are planned and conducted with due regard to learner health, safety, and confidentiality (ISO 45001), responsible use of resources and venues (ISO 14001), and the integrity of results. Records (mappings, versions, marks, and decisions) are retained per awarding-body/TVTC schedules and are available for internal and external quality assurance.

4. Standardization & Assessor Calibration

Red Dune Training Centre will standardize assessment practice to ensure fairness, validity, and reliability across all cohorts and delivery modes. In line with TVTC expectations and the quality principles of ISO 9001 (competence, documented information), ISO 45001 (competence, participation), and ISO 14001 (competence, awareness), we will operate the following controls:

Pre-delivery standardization meetings. Before each cohort or assessment series, the Assessment Lead convenes a mandatory session for all assessors and IQAs. The meeting includes a marking walkthrough of each instrument, review of learning outcomes and level descriptors, and discussion of annotated exemplars at pass, borderline, and merit/distinction levels. Outcomes, decisions, and any local interpretations are captured in standardized minutes and version controlled as documented information.

Calibration exercises. To test consistency, assessors double-mark a stratified set of anonymized scripts or practical evidence. Agreed tolerance bands (e.g., $\pm 5\%$ on quantitative marks or one band on qualitative judgements) are applied. Any divergence outside tolerance triggers structured reconciliation: assessors evidence their rationale against the mark scheme, then reach a consensus decision recorded on a calibration log. Where required by the awarding body, a third assessor/IQA arbitrates.

Frequency and records. Standardization and calibration are conducted prior to each delivery, after any assessment change, when a new assessor joins, and at least annually as part of the QA cycle. Attendance is mandatory. Records retained include agendas, minutes, exemplar packs, marked samples, tolerance analyses, reconciliation notes, and actions.

Managing drift. If trends show assessor drift or bias (e.g., skewed grade profiles, repeated tolerance breaches), targeted retraining is assigned, sampling intensity is temporarily increased, and affected evidence may be re-marked. Corrective and preventive actions are tracked to closure and reviewed at the Results Approval Panel, ensuring ongoing alignment with awarding body requirements and national regulations.

5. Sampling, Moderation & Internal Verification (IQA) Strategy

At Red Dune Training Centre (Saudi Arabia), internal quality assurance (IQA) applies a risk-based sampling and moderation model aligned with international awarding body expectations and TVTC/ISO requirements. Sampling intensity is set per assessor, unit, venue, and historical performance. New assessors, new/updated units, new delivery venues, previously non-compliant areas, or significant delivery changes are rated high-risk and sampled at a higher rate.

IQA checks

IQA reviews confirm accuracy against the mark scheme; consistency with level descriptors; authenticity of learner evidence; compliance with approved assessment conditions (time, supervision, permitted resources); application of reasonable adjustments/special considerations; and completeness of assessor feedback.

Moderation & cross-moderation

Moderation compares marking decisions within and across assessors. Cross-moderation is scheduled where multiple assessors/sites deliver the same unit, using common exemplars and tolerance bands. Discrepancies beyond tolerance trigger reconciliation (re-marking, assessor coaching, or enhanced sampling).

Records & actions

IQA maintains documented plans, sampling schedules, annotated exemplars, moderation outcomes, assessor feedback, corrective actions, and closure evidence. Findings inform standardization meetings, continuous improvement actions, and Results Approval Panel decisions before results release. Persistent issues escalate to the Quality Lead and, where required, to the awarding body or regulator.

6. Evidence Management, Results Approval & Continuous Improvement

Red Dune Training Centre maintains a secure, auditable trail for all assessment scrutiny activities to meet TVTC and awarding bodies requirements and align with ISO 9001 (quality), ISO 14001 (environmental controls for records), and ISO 45001 (H&S controls in assessment operations). We retain assessment schemes, annotated exemplars, standardization minutes, sampling plans and logs, IQA plans and reports, EQA/external moderator reports, agreed actions and closures, assessor CPD, and Results Approval Panel (RAP) records. Retention periods follow the awarding body's minimums and TVTC mandates; storage is controlled, access-restricted, and backed up.

The RAP is the final internal gate before results release. Inputs include the assessor mark lists, IQA sampling outcomes, variance analyses, malpractice/maladministration checks, special considerations, and any EQA conditions. The RAP requires quorum (Head of Centre/Quality Lead, Assessment Lead/IQA, and Administrator). Decisions are: approve, approve with conditions (e.g., targeted re-marking), defer pending actions, or escalate. All decisions are recorded with rationale and timescales; learners are only notified after RAP sign-off.

We continuously monitor quality indicators to protect assessment standards and learner equity: grade distributions and shifts over time, item-level performance (e.g., unexpectedly high/low facility), assessor-to-assessor variance, resit patterns, and malpractice indicators (e.g., clustering anomalies). Triggers result in corrective actions—assessor recalibration, enhanced sampling, or instrument review.

This policy interfaces with Malpractice & Maladministration (investigation/penalties), Appeals (learner challenges and independent review), Data Protection (lawful basis, minimization, secure processing), Reasonable Adjustments/Special Considerations, and Learner Support. Cross-references are maintained in the Quality Manual to ensure consistency.

An annual review—led by the Quality Lead and endorsed by the Head of Centre—uses internal audit findings, incident logs, learner/employer feedback, EQA feedback, TVTC updates, and ISO management review outputs. Improvements are logged, actioned, and verified for effectiveness in the next cycle, ensuring our assessment standards remain fair, valid, reliable, and comparable across cohorts and delivery modes.