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SKILLS FOR ARTIFICIAL INTELLIGENCE IN GLOBAL EDUCATION

CASS Policy

Centre Assessment Standards Scrutiny (CASS) Policy

The purpose of this Centre Assessment Standards Scrutiny (CASS) Policy is to ensure that assessment decisions made by SAIGE approved centres are:

- Valid, reliable, and fair
- Consistent with SAIGE assessment requirements
- Aligned with national regulatory expectations, including Ofqual's General Conditions of Recognition
- Sufficiently robust to support public confidence in SAIGE qualifications

CASS forms a core component of SAIGE's approach to maintaining standards in criterion-referenced qualifications.

Centre-based marking enables assessors with appropriate subject and contextual expertise to judge learner performance against defined assessment criteria, supporting the intended construct of the qualification and ensuring that assessment reflects real-world application of knowledge and skills. This approach aligns with SAIGE's criterion-referenced assessment model and supports accessibility, inclusivity, and flexibility across diverse delivery contexts while remaining compatible with robust quality assurance arrangements.

SAIGE believes this approach is appropriate as the learner evidence produced for SAIGE qualifications is typically qualitative, developmental, and multi-component in nature. Evidence often includes written analysis, artefacts, digital outputs, presentations, annotated work products, and records of practice that require professional judgement to assess against assessment criteria.

Such evidence is best evaluated by trained Centre assessors who can:

- interpret evidence holistically against published criteria,
- apply professional judgement consistently,
- take account of the delivery and assessment context, and
- engage with learners during assessment where appropriate.

SAIGE therefore considers Centre marking to be the most valid and proportionate method for assessing these forms of evidence, provided it is supported by clearly defined standards, assessment guidance, and external quality assurance.



Procedure

This policy applies to:

- All SAIGE qualifications
- All SAIGE-approved centres
- All assessment decisions carried out by Centre staff which contribute to the award of a SAIGE qualification
- SAIGE staff, contractors, and External Quality Assurers (EQAs) involved in quality assurance

CASS operates alongside, but is distinct from, other quality assurance activities including centre approval, ongoing monitoring, malpractice investigations, and appeals.

Principles Underpinning CASS

SAIGE's CASS model is founded on the following principles:

1. **Criterion-referenced standards** – Learners are assessed against published assessment criteria, not against each other.
2. **Transparency** – Centres understand how standards are defined, applied, and reviewed.
3. **Consistency** – Comparable assessment decisions are made across centres, assessors, and cohorts.
4. **Proportionality** – The intensity of scrutiny is risk-based and responsive to evidence.
5. **Improvement-focused** – CASS supports continuous improvement in assessment practice.

Relationship to Ofqual Regulatory Requirements

This policy supports SAIGE's compliance with, but is not limited to, the following Ofqual General Conditions of Recognition:

- **Condition A4** – Conflicts of interest
- **Condition D1** – Management of assessment processes
- **Condition D2** – Assessment arrangements
- **Condition D3** – Consistency of marking
- **Condition D4** – Maintenance of standards over time
- **Condition H1** – Records and evidence



CASS provides SAIGE with assurance that assessment decisions are accurate, consistent, and defensible.

Definition of Centre Assessment Standards Scrutiny

CASS is SAIGE's structured process for scrutinising assessment evidence and decisions from centres to confirm that:

- Assessment criteria have been correctly interpreted and applied
- Judgements are supported by sufficient and appropriate evidence
- Decisions are consistent with national standards and SAIGE expectations

CASS does **not** replace assessment or internal quality assurance at centre level. It provides an external check on the effectiveness of those processes.

Roles and Responsibilities

The information below illustrates the key personnel and responsibilities in relation to CASS.

The Managing Director is responsible for:

- Ensuring SAIGE meets the Ofqual General Conditions of Recognition and the conditions of any other regulator SAIGE is approved by

The Head of Quality and Assessment is responsible for:

- Defining assessment standards and requirements
- Designing and maintaining the CASS process
- Appointing and training EQAs to carry out CASS activity
- Reviewing and approving CASS outcomes and acting on identified risks
- Maintaining records of scrutiny and decisions

The Head of Qualifications is responsible for:

- Design, development and review of SAIGE qualifications
- Managing the process of defining assessment standards and requirements
- Providing guidance to centres on SAIGE requirements for assessment and internal quality assurance

External Quality Assurers (EQAs)

EQAs are responsible for:

- Reviewing sampled learner evidence and assessment decisions
- Evaluating the application of assessment criteria
- Identifying risks to assessment standards



- Providing clear, evidence-based feedback to centres
- Recommending actions where standards are not met

Centres

Centres are responsible for:

- Ensuring assessors and internal quality assurers are suitably qualified and competent
- Applying SAIGE assessment criteria accurately and consistently
- Retaining assessment and IQA records
- Cooperating fully with CASS activities
- Implementing required actions arising from CASS outcomes

Approving Centres

SAIGE approves Centres through a structured approval process designed to ensure that only Centres capable of delivering and assessing SAIGE qualifications to the required standard are permitted to operate. As part of this process, a SAIGE External Quality Assurer (EQA) reviews evidence and makes professional judgements against published approval criteria covering governance and management arrangements, assessment systems, internal quality assurance, human resources (including assessor and IQA competence), and the suitability of learning and assessment resources. Approval decisions are risk-based and take account of the nature of the qualifications to be delivered and the Centre's prior experience and capacity. Where necessary, SAIGE may apply conditions, require actions, or restrict approval to specific qualifications or delivery models. Feedback will be provided to centres in the form of a report. Ongoing approval is subject to continued compliance with SAIGE requirements and satisfactory performance under external quality assurance.

CASS Methodology

SAIGE applies a risk based methodology for sampling. The following rules apply for internal quality assurance (centres) and external quality assurance (SAIGE).

Internal Quality Assurance

The sample for each qualification will include:

- the judgements made by every assessor who has taken decisions,
- learner work for every unit which has been assessed in the qualification
- the work for each participant up to 10 learners and typically 10% of the remaining cohort. These figures will vary depending on the experience of assessors
- different types of learner work e.g., oral work, calculations, research reports etc.
- learner work where the work was judged not to meet the pass standards
- two examples of judgements made by any newly appointed assessors will take place
- where units are graded, samples are taken of work at pass, merit and distinction, where available.

External Quality Assurance



The sample will include:

- the judgements made by every assessor who has taken decisions on the qualification,
- learners work for every unit which has been assessed in the qualification
- at least one unit of the work for each learner up to 10 participants and then 10% of learners of the remaining cohort
- different types of learner work, e.g. oral work, calculations, research reports etc.
- at least two examples of judgements made by any newly appointed assessors
- an appropriate spread of mandatory and optional units are included
- work graded at pass, merit and distinction levels are included in the sample, as appropriate
- examples of learner work where the work was judged not to meet the pass standards (if, and where, relevant)
- Assessment briefs across all the units
- evidence of internal quality assurance across all assessors

This is regarded as a minimum and the criteria may change, for example when new qualifications are being assessed for the first time or when issues with assessment have been identified in previous internal quality assurance activities and/or previous EQA visits and appropriate actions being defined

More information on guidance on sampling strategies for SAIGE qualifications can be found in the Centre Handbook (external document) and the External Quality Assurers Handbook (internal document).

When sampling Centre-assessed learner work, SAIGE External Quality Assurers (EQAs) are not re-marking or double-marking learner evidence. Instead, sampling is undertaken to evaluate the *quality, consistency and robustness of assessment decisions* and the effectiveness of a Centre's internal quality assurance arrangements. EQAs will review a representative and risk-informed sample of learner evidence, which may include borderline or threshold decisions, a range of outcomes across assessors, any decisions flagged by assessors or IQAs, and evidence from new or higher-risk Centres or qualifications. In reviewing sampled work, EQAs consider whether assessment criteria and grade descriptors have been applied correctly, whether assessment decisions are appropriately justified by the evidence, whether internal quality assurance has been effective, and whether standards are being applied consistently across learners and assessors. The focus of sampling is therefore on assurance of standards and processes rather than substitution of Centre assessment judgement.

Outcomes of CASS

1. Certification for the qualification by learner group is agreed as you have found that assessors are accurately undertaking their assessments, against SAIGE standards and assessment documentation is recorded correctly.
 - a. assessment decisions are consistent with SAIGE standards and assessment criteria
 - b. learner evidence clearly supports the assessment decisions made
 - c. assessors demonstrate appropriate understanding and application of SAIGE requirements



- d. internal quality assurance is timely, proportionate and effective
- e. assessment records and documentation are complete, accurate and auditable

2. Certification for the qualification by learner group is agreed but the Centre will need to address the action points which you have identified for future visits, as you have found that aspects of qualification delivery and assessment require improvement.

This outcome is applied where standards are currently secure, but improvements are required to strengthen future delivery and assessment. Typical indicators include:

- a. assessment decisions broadly align with SAIGE standards but show minor inconsistencies or weaknesses
- b. internal quality assurance is in place but not yet fully embedded or sufficiently robust
- c. documentation or record-keeping requires improvement, but does not undermine current decisions
- d. assessor or IQA development needs have been identified
- e. actions are preventative or developmental rather than corrective in nature

Certification may proceed for the learner group sampled, but the Centre is required to address the identified actions within agreed timescales.

3. No certification is to take place as you have found that there are substantive assessment issues which require being addressed at the Centre.

This outcome is applied where the EQA identifies substantive issues that place the validity of assessment decisions at risk. Typical indicators include:

- a. assessment decisions are not supported by sufficient or appropriate learner evidence
- b. assessment criteria or grade descriptors have been misapplied
- c. internal quality assurance is absent, ineffective, or not implemented as required
- d. systemic issues affecting multiple learners, assessors or units
- e. insufficient confidence that standards have been applied consistently or accurately

In these circumstances, certification is withheld until the issues have been addressed and SAIGE is satisfied that standards and assessment integrity have been restored.

All EQA reports (including feedback) will be reviewed by the Head of Quality and Assessment or Managing Director before being issued to centres.

SAIGE does not provide direct claim status to centres for any of its qualifications.



Risk Management

SAIGE operates a policy to manage the level of risk in centres. The level of risk of a centre is primarily linked to the judgement of an EQA following one of the following visits/checks:

- centre approval
- monitoring and development
- external quality assurance of assessment decisions

However, a centres risk rating can also be affected by one of the following:

- Late Registrations
- Size of organisation and level of resourcing
- Previous risk ratings
- Location of centres, including those based outside the UK
- Website Information
- Companies House data (or international equivalent)
- Age of organisation
- Private or public organisation
- Incidents of malpractice or maladministration
- Learner complaints
- Other awarding organisation information

SAIGE uses a Centre's risk rating to determine the nature, frequency and intensity of monitoring and support activity applied. Lower-risk Centres are subject to routine external quality assurance and standard monitoring arrangements, while higher-risk Centres may be subject to increased sampling, additional EQA visits or remote checks, enhanced scrutiny of assessment decisions, and closer review of data, records and systems. Where risks are identified, SAIGE provides targeted support and guidance, which may include action planning, developmental feedback, additional training or standardisation activity for Centre staff, and more frequent engagement with SAIGE quality staff. The level of monitoring and support is kept under regular review and adjusted in response to changes in Centre performance, compliance, or risk profile, with the aim of securing standards while supporting Centres to improve and maintain compliance with SAIGE requirements and the Conditions.

Linked Policies/Documents

- Conflict of Interest
- Malpractice and Maladministration
- Reasonable Adjustments and Special Considerations
- Centre Handbook
- Enquiries and Appeals
- External Quality Assurers Handbook (internal document)
- Qualification Specifications

Review



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Version Control

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