



**EWA Tracker**

## **Standardisation Plan**

**Centre Name:** EWA Tracker Ltd

**Version:** 1.1

**Date Reviewed:** February 2026

**Next Review Due:** February 2027

### **1. Purpose**

The purpose of this Standardisation Plan is to ensure that assessment and internal quality assurance decisions made by EWA Tracker Ltd are consistent, valid, reliable, and in line with EAL requirements. This is achieved through structured standardisation activities including assessor–IQA discussions, review of assessment decisions against performance criteria, sampling of learner evidence, use of EAL guidance and assessment documentation, feedback from EQA activity, and documented actions arising from standardisation outcomes. These activities ensure that assessment judgements are applied consistently across learners, over time, and in line with national standards and awarding organisation expectations.

### **2. Scope**

This plan applies to all EAL-approved qualifications delivered by EWA Tracker Ltd and covers all staff involved in assessment and internal quality assurance activities, including subcontracted IQA provision.

### **3. Roles and Responsibilities**

The Centre Manager and Lead Assessor is responsible for implementing standardisation activities. The subcontracted IQA is responsible for monitoring assessment decisions, sampling learner evidence, and confirming consistency prior to certification claims.

### **4. Standardisation Methods**

Standardisation is achieved through scheduled assessor–IQA discussions, review of assessment evidence, comparison of decisions against performance criteria, use of exemplar evidence, and reference to EAL guidance and feedback from EQA visits.

### **5. Frequency of Standardisation**

Standardisation activities are undertaken at least annually and additionally when new qualifications are introduced, following EQA feedback, or where assessment inconsistencies are identified.

### **6. Records and Evidence**

Records of standardisation activities are maintained, including meeting notes, action plans, assessment reviews, and IQA sampling records. These are made available to EAL upon request.

### **7. Review of Effectiveness**

The effectiveness of this plan is reviewed through IQA sampling outcomes, learner feedback, complaints and appeals analysis, and EQA reports.

### **8. Policy Review**

This Standardisation Plan is reviewed annually or sooner if required by changes to awarding organisation requirements, legislation, or regulatory guidance.