

Quality Assurance and Improvement Program

1311: Internal Assessments

Internal assessments must include:

- Ongoing monitoring of the performance of the internal audit activity; and
- Periodic reviews performed through self-assessment or by other persons within the organization with sufficient knowledge of internal audit practices.

Interpretation:

Ongoing monitoring is an integral part of the day-to-day supervision, review, and measurement of the internal audit activity. Ongoing monitoring is incorporated into the routine policies and practices used to manage the internal audit activity and uses processes, tools, and information considered necessary to evaluate conformance with the Definition of Internal Auditing, the Code of Ethics, and the Standards.

Periodic reviews are assessments conducted to evaluate conformance with the Definition of Internal Auditing, the Code of Ethics, and the Standards.

Sufficient knowledge of internal audit practices requires at least an understanding of all elements of the International Professional Practices Framework.

Compliance Steps:

Ongoing monitoring of the performance of the Internal Audit Department activity is accomplished through the following activities and initiatives:

- Audit supervision at VSU is required to maintain a consistent level of quality in the conduct of all internal audit activities. VSU's Chief Audit Executive and in-charge auditors are responsible for ensuring, through various review techniques, that staff members are properly supervised and their work meets the requirements set forth throughout the *Standards*. In addition, effective supervision coincides with the continuing professional development of staff. Supervision at VSU is generally defined as a continuous process beginning with planning and ending with the conclusion of the audit assignment. Audit supervisory personnel are responsible for review of such activities as:
 - Assignment of auditors;
 - Evidence of planning (e.g., Planning Memorandum);
 - Surveys, flowcharts, internal control evaluations, (e.g., Risk/Control Matrix) and narratives;
 - Audit programs [e.g., Engagement (Audit) Work Program] and audit program modifications;
 - Results of tests and fieldwork documentation;
 - Support of findings;
 - General appearance, organization and conformance to standards for working papers;
 - Audit report content and wording;

Quality Assurance and Improvement Program

- Auditor objectivity; and
- Due professional care.

Approval of each of these items will be evidenced in the working papers, as appropriate.

- The in-charge auditor will send a customer survey to each auditee at the completion of each engagement to obtain information about the quality, performance and value of the internal audit process. Information provided on the surveys by the auditee will be evaluated by the Chief Audit Executive and shared with the staff member assigned to the engagement. Completed surveys will be retained with the audit engagement work papers with an electronic copy kept with the electronic generated work papers on the office shared drive (O:).
- Staff members will prepare self evaluations semi-annually and annually to objectively assess their own knowledge, skills, abilities, and competencies in achieving core expectations.
- The Chief Audit Executive will evaluate each staff member semi-annually and annually to provide staff feedback on performance goals and core competencies.
- On a quarterly basis the Chief Audit Executive will evaluate the achievement of the department's annual goals and objectives and present them to the President, senior management and the Board of Visitors, inclusive of an annual report to demonstrate accomplishments and challenges.
- Other ongoing monitoring includes periodic Internal Audit staff meetings, annual CPE reporting by staff to the Chief Audit Executive, and periodic engagement status meetings with management.

In addition to ongoing monitoring, a self-assessment is performed every two years by the Internal Audit Department under the direction of the Chief Audit Executive, using IIA's Quality Assessment Manual. Documentation to support ongoing monitoring and periodic self-assessments (e.g., IIA quality assessment tools, customer surveys, evaluations of staff members, reports, etc.) is kept on file within the Internal Audit Department.

- The internal self-assessment takes into consideration the following objectives:
 - Determine whether or not the Internal Audit Department's actions are consistent with its charter and the expectations of the Board of Visitors and senior management.
 - Provide insights into the level of audit effectiveness and efficiency. This will include evaluating the Internal Audit Department at a high level of efficiency and effectiveness, which are essential to achieving quality performance.
 - Determine whether or not assurance and consulting services apply successful practices and add value to the University's business processes.
 - Provide recommendations for improving the Internal Audit Department.
 - Demonstrate the degree of the Internal Audit Department's conformity to the Definition of Internal Auditing, Code of Ethics, and the *Standards*.
 - Prepare the Internal Audit Department for an external assessment.