ACCESS CENTRE MODERATOR VISIT PLAN

Moderators: The purpose and content of each moderation visit should be agreed in advance. Please complete this visit plan and email it to the Access Coordinator at least 5 working days before the scheduled moderation meeting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Centre Name |  | | | |
| Course Title(s) |  | | | |
| Centre Moderator |  | | | |
| Access Coordinator |  | | | |
| Quality Manager |  | | | |
| **Visit type**  **(please highlight as appropriate)** | | INITIAL / INTERIM / FINAL/ ADDITIONAL | | |
| Date of Visit |  | Site | |  |
| Time of arrival |  | **Length of visit** | |  |
|  | | | | |
| ***INTENDED ACTIVITIES***  *(Tick as appropriate)* | | [This Photo](http://commons.wikimedia.org/wiki/File:Check_mark_23x20_02.svg) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/) | COMMENTS | |
| Review previous action plans | |  |  | |
| Review Access to HE Diploma document | |  |  | |
| Meet course team | |  |  | |
| Discuss subject moderation strategy and agree samples to be sent | |  |  | |
| Discuss assessment strategy and review units of assessment | |  |  | |
| Review assessment briefs and other assessment documentation | |  |  | |
| Discuss issues raised from subject moderation reports and agree actions | |  |  | |
| Review internal verification policy, and IV records | |  |  | |
| View tracking system and records | |  |  | |
| Meet Access to HE learners | |  |  | |
| Review marketing and publicity materials | |  |  | |
| Discuss any planned amendments to programme | |  |  | |
| Sample student portfolios | |  |  | |
| Review Rules of Combination | |  |  | |
| Confirm the award of credit and sign RAC | |  |  | |
| Review requests for extensions or mitigation | |  |  | |
| Review evidence for RPL, credit exemption or credit transfer | |  |  | |
| Review Representations | |  |  | |
| Review Referrals | |  |  | |
| Other: please state | |  |  | |

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| **DOCUMENTATION TO BE AVAILABLE*:***  *The following documentation is required at the visit.* | | | |
| Response to last moderator report |  | Assessment briefs / tasks |  |
| Internal verificationdocumentation |  | Samples of work as agreed |  |
| Assessment schedule |  | Class/group list |  |
| IV report / IV file / summary of processes |  | Subject moderation samples |  |
| Access Submission document |  | Rules of combination |  |
| Student portfolios |  | Programme Improvement Plan / Self-assessment report |  |
| Data on completion, achievement and progression |  | Marketing and publicity materials |  |
| *Other: please state* |  |  |  |

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| **\* STAFF TO MEET DURING THE VISIT**  **Name** | **Job title** |
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**Please contact your moderator immediately if any of the above arrangements cannot be met.**

**Signed: (Moderator) Date:**