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.

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| 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%3ACheck_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:**