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| **Documents/Activity required** | **Tick if present** |
| * **a full list of learners, including tracking sheets to show grades achieved to date for each subject sampled for moderation.**
 |  |
| * **the unit specifications (including grade descriptors) for each of the subjects sampled for moderation, plus the additional unit information (AUI). It is often helpful if the Subject Moderator has received this in advance of the visit.**
 |  |
| * **all assignment briefing sheets which combine to demonstrate the assessment of the whole unit & records of their internal verification**
 |  |
| * **all completed assignment feedback sheets for all pieces of assessed work in the sample**
 |  |
| * **assessment schedules which show how the remaining LOs will be assessed if the assessed work in the sample does not cover the whole unit.**
 |  |
| * **Students’ assessed work. This does not need to be photocopied as it will remain on-site**
 |  |
| * **Any additional samples (if required) to cover the range of student performance within subjects and to demonstrate IV processes. Additional samples should be noted at the end of this document.**
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| * **Internal Verification Policy Document / Guidelines for your Centre**
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| * **Records of internal verification of assessment decisions, the verification sampling plan and Grading Assessment Plan**
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| **Name of student** | **Unit sampled** | **Reason-****Range or IV?** | **Tick if present** |
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