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| **Number** | **Evidence** | **Present (File)** |
| 1 | Internal Verification / Moderation Policy |  |
| 2 | MIS List of Learners / Course |  |
| 3 | Learner Registrations with Awarding Body /  HE institution |  |
| 4 | Learner Claims/certification to Awarding Body / HE Institution |  |
| 5 | IV / IM Sampling plans |  |
| 6 | IV’d Assignment Briefs |  |
| 7 | Standardisation Meeting Notes |  |
| 8 | IV Reports on Assessment Decisions |  |
| 9 | Learner Appeals Process / Individual Appeals |  |
| 10 | Referrals requests |  |
| 11 | Extenuating circumstances documentation |  |
| 12 | EV Reports and Action Plan |  |
| 13 | Staffing Details  -CVs and Qualifications  - CPD Records  - Awarding Body notification of Staff changes |  |
| 14 | Course Quality Review |  |
| 15 | Awarding Body Correspondence |  |