# Initial Moderation Checklist

|  |  |
| --- | --- |
| **Check List** | **Completed****(Y/N)** |
| 1 | **ALL** learners registered |  |
| 2 | **ALL** units selected for all learners |  |
| 3 | If any changes to assessment methods, outlined in the Diploma specification are required, the Centre has:1. Identified this on the Microsoft Form sent by A2HE team

or1. Informed A2HE team via email

*If you have not yet informed the A2HE team of any requests to changes of assessment methods/volumes, please do so immediately.* | Choose an item. |
| 4 | The Centre is using the correct diploma specification and rules of combination for their approved qualifications**All A2HE diplomas have been re-validated for Sept 2024 and have new specifications and a new grading scheme**.  |  |
| 5 | The Centre have the most up to date GWQ documentation (Assignment brief, feedback, IV templates and checklist, provider and tutor handbook etc). [Access to HE Forms and Templates - Gateway Qualifications](https://www.gatewayqualifications.org.uk/centre-support/quality-assurance/access-to-he/access-to-he-forms-and-templates/) |  |
| 6 | The rules of combination for each diploma(s) have been checked via the diploma specification(s), in particular regarding the rule below: **The maximum number of credits that can be made up from 6-credit or 9-credit units is 30 credits; this can be from graded and ungraded 6-credit and 9-credit units**. |  |
| 7 | Any RPL, credit exemption or credit transfer issues identified for discussion |  |
| 8 | Evidence of developments on any actions raised from last academic year |  |
| 9 | Any marketing and publicity materials available |  |
| 10 | Assessment plan contains **all the units** for the delivery of the diploma(s), showing planned hand-out and submission dates*This document is essential and will inform the selection of units for subject sampling.*  |  |
| 11 | IV plan available |  |
| 12 | A selection of learners from each diploma have been identified to meet with the moderator |  |
| **Assignment Brief Review** |
| 13 | Centre devised assignment briefs have been designed using the assignment brief checklist and conform with the new QAA Specification (2023) and grading scheme. |  |
| 14 | A selection of assignment briefs and corresponding IV documentation available for Initial Moderation in line with GQ requirementsAssignment briefs must show planned hand-out and submission dates |  |