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| **INTERNAL VERIFICATION – ASSESSMENT DECISIONS** |
| **Programme Title** |  |
| **BTEC UNIT : Title , #, and ID** |  |
| **HTU Course Title and #** |  |
| **Unit(s)** |  |
| **Assessor** |  | **Internal Verifier** |  |
| **Assignment title** |  |
| **Name of Learner** (If a larger sample is required please add rows or use additional sheets) | **Submission Type** (First, Resubmission, Repeat) | **List which assessment and grading criteria the Assessor has awarded. Please state specific criteria and not an overall grade** | **Assessment Decision Accurate (Y/N)** | **List the assessment and grading criteria where inaccurate decisions have been made** | **State why the assessment decision is inaccurate.***\*If an inaccurate decision is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken before assessment decisions are issued to learners.* |
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| **INTERNAL VERIFIER CHECKLIST** | **Y/N** |
| **Has every learner and the Assessor confirmed the authenticity of the evidence?**  |  |
| **Is there evidence of collusion or plagiarism?** |  |
| **Does the assessment feedback to each learner:*** Link to relevant assessment criteria
* Justify each assessment criterion awarded
* Provide appropriate guidance to the learner without giving specific actions for improvement
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| **GENERAL COMMENTS (if appropriate)** |
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| **Any actions required must be reviewed across the whole cohort.** |
| **Action Required** | **Target Date for Completion** |
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| **I confirm that the assessment decisions are accurate, there is no evidence of assessment malpractice and any action points have been addressed and completed in respect of the whole cohort.** |
| **Internal Verifier signature**  |  | **Date** |  |
| **Assessor signature** |  | **Date** |  |
| **Lead Internal Verifier signature** (if appropriate) |  | **Date** |  |