All highlighted text in this template is provided as guidance for the IQA. Please delete and replace with relevant data.

Please complete this checklist and declaration for samples for external quality assurance (EQA) submitted both digitally and hard copy (eg by post). Only one EQA sample checklist is required for EQA activity.

**Submitting samples digitally:**

* Ensure that digital learner portfolios are well organised and that all digital evidence is clearly and accurately cross-referenced to the relevant assessment criteria. For example: centre folder; folder per learner; folder per unit; assessment checklist including links to each referenced piece of digital evidence; and evidence files with learner name, unit title and assessment criterion referenced in filename.
* Include a folder titled Internal Quality Assurance and save all records of IQA activities in this folder, including: EQA sample centre checklist, IQA sampling plan, pre-delivery IQA check, IQA feedback reports on sampling of assessed work, internal standardisation meeting/activity reports

**Submitting hard copy samples by post:**

* Complete this sheet and place it at the front/top of the submission before securely packaging the sample for EQA.
* Do not send ring binders or folders. Use plastic wallets or treasury tags to ensure that all evidence for each learner is properly secured and remains together in the correct order. Loose leaf pages should not be submitted.
* Samples for external moderation must be securely packaged and sent to the external quality assurer (EQA), by courier or recorded delivery, by the required deadline. All samples should be tracked and signed for on delivery.

|  |  |
| --- | --- |
| Centre name: | Centre number: |
| ASDAN qualification: | Cohort name: |
| Assessor name(s): | IQA name(s): |
| Number of learner portfolios included in sample for external quality assurance: | |

| **Records/documents included in sample for EQA** | **Location/folder/filename** | **Centre comments** |
| --- | --- | --- |
| Learner portfolios requested by ASDAN containing evidence that meets all unit requirements and assessment criteria **(mandatory)** |  | Names of learners whose portfolios are included in the sample |
| All assessment records relating to the sampled cohort(s), to include: **(mandatory)**   * signed and dated assessment checklists/assessment tracking * evidence transcripts (Personal Progress qualification only) * assessment grids (Personal and Social Effectiveness qualification only) * assessment plans (for a minimum of three different units included in the sample) |  |  |
| All internal quality assurance records relating to the sampled cohort(s), to include: **(mandatory)**   * records of standardisation activities * IQA sampling plan * pre-delivery IQA * IQA feedback reports for sampling of assessed work (formative and summative) * IQA checklists |  |  |
| Records relating to reasonable adjustments and special considerations **(mandatory where used)** |  |  |
| Records relating to adaptations to prescribed assessment tasks **(mandatory where used)** |  |  |
| Records relating to any potential, perceived or actual conflict of interest (CoI) **(mandatory where identified)** |  |  |
| OptionalAdditional information any supporting details the centre wishes to make the EQA aware of **(optional)** |  |  |

|  |  |
| --- | --- |
| IQA declaration  I confirm that:   * learner and unit registration and achievement details for the sampled cohort(s) are confirmed as accurate * all documents/evidence noted as mandatory (above) are included in the sample submitted for EQA * learner evidence has been verified as the original and authentic work of each learner * claims for funding relating to the qualifications achieved/awarded as a result of this EQA activity meet the relevant eligibility criteria | |
| IQA signature: | Date: |