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

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| Centre name: | |
| Centre number: | |
| ASDAN qualification: | |
| Level: | |
| IQA name: | |
| Assessor name(s): | |
| Cohort title | |
| Course start date: | Course completion date: |

|  | **Date checked** | **Comments/feedback to assessor** |
| --- | --- | --- |
| Are assessment plans available for all units to be delivered? |  |  |
| Has the assessor used the current qualification specification and other ASDAN resources to plan assessment? |  |  |
| Do assessment activities cover all unit requirements? |  | Check that all assessment criteria and any additional requirements (eg how many times the learner needs to evidence something or for how long) are covered. |
| Are assessment tasks and resources appropriate for the level of the unit? |  |  |
| Are assessment activities and their contexts relevant and engaging to all learners in the current cohort? |  |  |
| Are all assessment resources clearly and accurately cross-referenced to the relevant unit and assessment criteria? |  |  |
| Can all learners in the cohort access all planned assessment activities and resources? |  |  |
| Do any learners in the cohort have any specific requirements for accessing the assessment activities and resources? (ie reasonable adjustments) |  |  |
| Have any identified conflicts of interest been declared? (eg assessor/learner, assessor/IQA) |  |  |
| **For IQA use only:** | **Date checked** | **Comments/feedback to assessor** |
| * Is there an appropriate IQA sampling plan in place? |  |  |
| * Are appropriate assessment standardisation activities planned? |  |  |

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| --- | --- | --- | --- |
| **Action** | **Person(s) responsible** | **Deadline date** | **Date completed** |
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| --- | --- |
| Assessor signature: | Date: |
| IQA signature: | Date: |