

College Name and Logo here

Access to HE: Assignment Brief - Ungraded

Access to HE Diploma Title	
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Unit Code(s)	Unit Title	Level	Credit Value

Assignment Title	
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Tasks

Date Handed Out	Submission Deadline	Actual Date Submitted

Extension Request	
Formal Extension Request:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Extension Deadline:	
Tutor/Assessor Signature to Agree Extension:	
Actual Date Submitted:	
Resubmission Deadline	
Resubmission Deadline:	
Date Resubmission Submitted:	
Date Returned to Student:	
Referral Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Learner Name:			
Tutor/Assessor:			
Learner Declaration: I declare that all the work submitted for this unit is my own, and that where I have drawn on the work of others, I have referenced this in accordance with the College Policy.			
Learner Signature:		Date:	
Please attach the entire assignment brief to work submitted for assessment. Your work cannot be assessed unless you have signed and submitted this form. Electronic signature will suffice.			

Assessment Information

Access to HE Diploma Title	
Assignment Title	
Assessment Criteria	
1.1	
1.2	

Assignment Feedback

Access to HE Diploma Title	
Assignment Title State if this is Assignment 1 of 3 or 1 of 1 (i.e. whole unit assessment)	

Unit Code(s)	Unit Title	Level	Credit Value

Date Handed Out:	Submission Deadline:	Tutor/Assessor:

Internally Moderated:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Moderation Date:	
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Submission Feedback (referring to Assessment Criteria achievement):
<p>Guidance: Where all ACs are NOT met: In this situation, provide only feedback which identifies which ACs are incomplete and what the student must produce in order to address the missing AC evidence. Do not make any summative comment, suggest any corrections or provide developmental feedback at this stage.</p> <p>Where all ACs are met: Ensure that annotation appears on the student's work to show IV/EV where this evidence is found. Confirm achievement of all ACs in the boxes below.</p>

Assessment Criteria Achieved				
LOs	ACs Covered	Achieved	Resubmitted	Referral
LO1	AC 1.1			
LO1	AC 1.2			
LO2	AC 2.1			

Comments
Resubmission Feedback (where appropriate)
<p>Guidance: Complete this section to evidence that the ACs which were missing from above have now been completed. Ensure that BOTH original and resubmission work is included on the portfolio as evidence.</p>
Resubmission Comments
Referral Feedback (where appropriate)
<p>Guidance: Follow the formal referral process with the approval of the Centre Moderator. Complete this section to evidence that the ACs which were incomplete, as detailed above, have now been completed. Ensure that all original, resubmission & referral work is included on the portfolio as evidence. IV this assignment to confirm that the student has met all the ACs. Pass grade only for referred work.</p>

Referral Comments

Learner Feedback

Reflect on your academic progress.

Critical reflection is a well-established means by which all students, at all levels of study, are encouraged to think about their own progress and development, acknowledging where progress has been made and identifying areas for further improvement and development.

How would you score your approach to this assignment?				
1- Significant Strength	2 – Strength	3 – Competent	4 - Development Needed	5 – Significant Development Needed
			① ② ③ ④ ⑤	
			① ② ③ ④ ⑤	
			① ② ③ ④ ⑤	
			① ② ③ ④ ⑤	
What gaps did you identify in your knowledge in completing this assignment? What did you do about this?				
Which skills did you find most challenging? What could you do to improve these skills?				
What would you do differently next time?				
What would you change in this assignment to make it clearer for you to complete successfully?				

Learner Signature:	
Date:	