### Tutor/Assessor Checklist

### To be completed and kept at the Centre

To be completed by the person at the Centre who has worked with that cohort of learners and knows them.

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| **Centre Name** |  |
| **Tutor/Assessor Name** |  |
| **Qualification/Programme Name** |  |
| **Cohort ID** |  |
| **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **Comments** |
| Is the Qualification in scope?  *This information is available on the Ofqual app.* |  |  |  |
| Are all learners in the cohort eligible for Calculation?  *Yes, if they were/are due to complete their qualification between 20 March and 31 July 2020.* |  |  |  |
| Have you considered all the available evidence for each learner? |  |  |  |
| Have you applied Reasonable Adjustments for learners, if relevant/where eligible? |  |  |  |
| Is your judgement fair, realistic and unbiased?  *Your judgment must be realistic too, based upon the result the learner would most likely have achieved if they had completed the relevant component, or qualification  - if they had the full amount of time they would have been entitled to.* |  |  |  |
| Have you noted all of the evidence type(s) you have for each learner? |  |  |  |
| Is all the evidence saved somewhere that is accessible?  *(in case it needs to be sampled)* |  |  |  |

### Tutor/Assessor Notes

Use this space to record any notes.

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| **Comments** |
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