Internal Verification - Assessment (IV1)

This form must be used to internally verify an assignment prior to being presented to learners.

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| Access Centre |  |
| Course / Pathway(s) |  |
| Unit(s) and AC being assessed |  |
| Title of Assignment |  |
| Assessor |  |
| Internal Verifier |  |

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| Internal Verifier Checklist | |  | **Comments** | | |
| Are accurate programme details shown? | | Y/N\* |  | | |
| Are accurate unit details shown? | | Y/N\* |  | | |
| Are deadline dates indicated? | | Y/N\* |  | | |
| Are resubmission dates provided? | | Y/N\* |  | | |
| Is this assignment for whole or part of a unit? | | Y/N\* |  | | |
| Are assessment criteria to be addressed listed accurately? | | Y/N\* |  | | |
| Are tasks clearly mapped against relevant assessment criteria? | | Y/N\* |  | | |
| Does the assessment method map to correctly to the assessment method stated in the assessment grid? | | Y/N\* |  | | |
| Do the tasks allow the relevant assessment criteria to be met? | | Y/N\* |  | | |
| Have learners been provided with clear guidance on how they are to complete the set tasks? | | Y/N\* |  | | |
| Is it clear what evidence the learner needs to generate? | | Y/N\* |  | | |
| Are the activities appropriate? | | Y/N\* |  | | |
| Have the correct Grade Descriptors been used? | | Y/N\* |  | | |
| Is the choice of grade elements appropriate? | | Y/N\* |  | | |
| Have learners been provided with adequate guidance on how they can meet the selected grade elements? | | Y/N\* |  | | |
| Is the language and presentation appropriate and inclusive? | | Y/N\* |  | | |
| Is the timescale for the assignment appropriate? | | Y/N\* |  | | |
| Overall is the assignment fit for purpose? | | Y/N\* |  | | |
| \*If “No” is recorded and the Internal Verifier recommends remedial action before the work is returned to learners, the Internal Verifier should confirm that the action has been undertaken. | | | | | |
| Action taken |  | | | | |
| Internal Verifier |  | | | | |
| Signature |  | | | Date |  |