# Internal Verification of Assignment Brief (IV1)

| **Access Centre** |  |
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| **Access to HE Diploma** |  |
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| **Unit Title and Code** |  |
| **Assignment Title** |  |
| **Whole Unit or Part Unit** | **List targeted AC’s if a part unit assignment:** |

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| Assessor | | Internal Verifier |
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| INTERNAL VERIFIER CHECKLIST | | Comments |
| Are accurate diploma details shown? | Y/N\* |  |
| Are accurate unit details shown? | Y/N\* |  |
| Are submission dates indicated? | Y/N\* |  |
| Are the targeted assessment criteria listed accurately? | Y/N\* |  |
| Are tasks clearly mapped against relevant assessment criteria? | Y/N\* |  |
| Does the assessment method align with the assessment grid? | Y/N\* |  |
| Are tasks appropriate, enabling the targeted assessment criteria to be met in full? | Y/N\* |  |
| Is clear guidance given on how to complete the tasks? | Y/N\* |  |
| Is it clear what evidence the learner needs to generate? | Y/N\* |  |
| Are all 3 grading standards listed on the brief? | Y/N\* |  |
| **Grading standard 1 & 2:** have a minimum of 2 sub-components been selected from component (b)? | Y/N\* |  |
| **Grading standard 3:** have 2 components been selected (a, b, c)? | Y/N\* |  |
| **Grading standard 3:** where component (a) and/or (b) have been used are a minimum of 2 sub-components selected? | Y/N\* |  |
| Are the choice of components and sub-components appropriate for the tasks? | Y/N\* |  |
| Is contextualised guidance provided on how to meet the grading standards? | Y/N |  |
| Is the language and presentation appropriate and inclusive? | Y/N\* |  |
| Is the timescale for the assignment appropriate? | Y/N\* |  |

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| **If ‘No\*’ is recorded the Internal Verifier should recommend remedial action(s) to be taken and confirm this has been completed before the brief is issued to learners.** | |
| **Action Required** | **Date Action Completed** |
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| **General Comments** |
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| **Assignment Brief Fit for Purpose Authorised** | | | |
| **Internal Verifier Signature** |  | **Date** | Click or tap to enter a date. |