Preparing Centres for Sampling

Essential Hints and Tips







Keep records accurate

Please ensure that all potential delays on your end have been resolved before contacting us.

Example:
Exams Officers not checking with the
Quality/Departm ent prior to following up on unresolved claims.

Document submission

Please upload all the requested documentation in a single submission.

If you are aware of any missing information, please inform the EQA at your earliest convenience.

Work together

To ensure that sampling aligns with your claiming arrangements, please complete your Annual Plan to facilitate a timely turnaround.

Annual Plan



Annually, you must complete an Annual Plan to ensure that your sampling needs are effectively planned for and can be guaranteed during peak periods.



Provide the expected claim submission dates throughout the year, and we will arrange you sampling into practical timeframes that align with your certification needs.



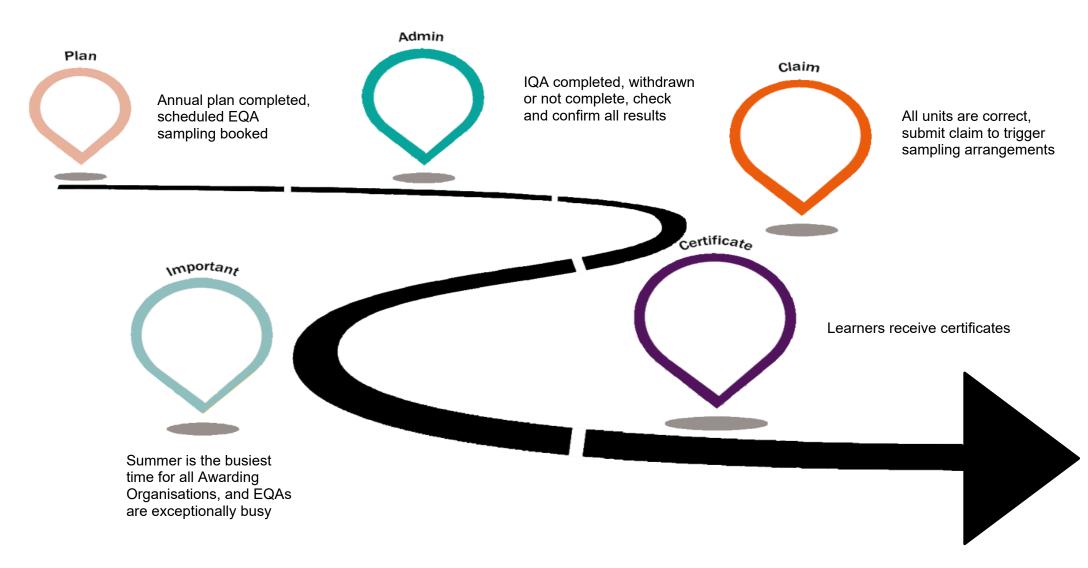
Stay tuned for forthcoming webinars, which will offer detailed guidance and deadlines for the completion of your Annual Plans for the upcoming academic year.

Prepare for claims submission

SET I	Plan	
لگنا	Complete Annual plan □	
	Arrange EQA sampling date \square	
2/7	Admin	
LAT.	IQA complete □	
T I	Confirm which Learners have withdrawn/not completed \Box	
	Checked all units and qualifications are accurate \square	
	Claim	1
	Check that all units and qualifications are accurate \square	
	EQA sampling requests have been received \square	
		_
	Upload	
	Submit all requested sampling evidence for the EQA \square	
	, , , , , , , , , , , , , , , , , , ,	
厅	Sampling	
Tus	Ensure a member of staff is available for the EQA to contact □	
	Elisure a member of stall is available for the EQA to contact	
	Certification	
EŸ	Learners will receive their certificates* □	
	Loantors will receive their certificates	

* Subject to EQA sampling outcome **Note:** Summer is the busiest time for all Awarding Organisations, and EQAs are exceptionally busy. So, you must communicate your claiming patterns with your EQA and schedule sampling dates in advance.

gateway



Page 4 of 4