

## Preparing Centres for Sampling

### Essential Hints and Tips

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#### 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/Department 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

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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 your 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



### Plan

Complete Annual plan ☐

Arrange EQA sampling date ☐



### Admin

IQA complete ☐

Confirm which Learners have withdrawn/not completed ☐

Checked all units and qualifications are accurate ☐



### Claim

Check that all units and qualifications are accurate ☐

EQA sampling requests have been received ☐



### Upload

Submit all requested sampling evidence for the EQA ☐



### Sampling

Ensure a member of staff is available for the EQA to contact ☐



### Certification

Learners 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.



