This form is to be used for internally verifying the assessment tasks before issue to learners. Some questions relate to the assessment plan for the component(s)overall and others relate to individual assignment briefs/portfolio tasks.

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| **Centre** |  | **Assessor Name** |  |
| **Qualification** |  | **IV Name** |  |
| **Component(s)** |  | **Date** |  |

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| --- | --- | --- |
| Section one: record of interaction | Yes/no | Comments |
| Is there a clear plan for how the component(s) will be assessed? |  |  |
| Are accurate component details shown? |  |  |
| Is there clear referencing to the standard(s)? |  |  |
| Do the assessment tasks adequately cover all the requirements of the intended standards and the indicative content? |  |  |
| Are all required assessment methods appropriately covered by the tasks? |  |  |
| Do the tasks allow learners to generate evidence that is authentic? |  |  |
| Is the spelling and grammar correct? |  |  |
| Are the tasks clear and easy to understand and at an appropriate level for the learners? |  |  |
| Is the task professionally formatted and presented? |  |  |
| Is the task gender and ethnicity neutral eg images and use of language? |  |  |
| Does the task permit reasonable adjustments to be made if necessary? |  |  |

Feedback to the assessor about the assessment tasks:

|  |  |
| --- | --- |
| Comments |  |
| Action Set | Deadline | Complete (Y/N)? |
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| **Internal verifier signature** |  | **Date approved** |  |
| **Assessor signature** |  | **Date feedback received** |  |