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| Learner(s) |  |
| Assessor |  |
| Observer |  |
| Qualification |  |
| Component and standard(s) |  | Level |  |

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| Assessment activity observed |
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| Observation of assessment | Yes | No | Specific examples & feedback |
| Assessment procedure explained and negotiated with the learner in an appropriate manner. |  |  |  |
| Assessor remained as unobtrusive as practicable. |  |  |  |
| Learner encouraged to relate evidence to component standards. |  |  |  |
| Questions, if used, were clear and encouraging, did not lead the learner and were relevant to component standards. |  |  |  |
| Prompt, clear, constructive feedback was provided about the assessment decision(s.) |  |  |  |
| Further action agreed with the learner where appropriate. |  |  |  |
| All documentation promptly completed in accordance with centre and awarding organisation systems. |  |  |  |
| Additional comments/action points |
|  |
| Internal verifier’s signature |  | Date |  |