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| **Course:** | **Course Code:** | **Controlled assessment and level:** (e.g., English Writing Entry 3) | **Internal Quality Assurer:** |
| **Date of Initial Contact between Internal Quality Assurer and Tutor:** | | | **Tutor:** |

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| --- | --- | --- | --- |
| **Learner’s Name**  **(all learners who will complete this controlled assessment should be listed here)** | **Planned date for summative**  **sampling** | **Actual date for summative sampling** | **Moderation feedback for this learner** |
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**Please also complete section overleaf to summarise sampling activity for this controlled assessment**

**If detailed feedback to the Tutor is needed at any stage, please complete QD39 Internal Quality Assurance Feedback Form**

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| **Course Code:** | **Course Title:** |
| **Tutor:** | |

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| Has each learner’s work been authenticated on the learner Front Sheet? |  | Have the marks awarded for each individual learner been clearly and legibly recorded on the Mark Scheme and in the grid provided on the front sheet? |  |
| Is there appropriate written feedback to each learner on the Learner Front Sheet? |  | When required by the assessment, have each learner’s verbal responses been recorded on the Task / Response Record Sheet and/or Observation and Response Grid? |  |
| Has all documentation been clearly marked with each learner’s name, details of the assessment and signed in the appropriate place? |  | Is all the documentation complete and signed by the Tutor? |  |

**Overall feedback**

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| Comments and discussion |

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| --- | --- | --- | --- |
| **Action agreed** | **By whom** | **By when** | **Review (with dates)** |
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# Completed with no actions / action points completed

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| --- | --- |
| Internal Quality Assurer’s Authorisation | Date: |

Please send this completed sampling plan / feedback summary to the Exams Office [exams.office@hants.gov.uk](mailto:exams.office@hants.gov.uk) together with all achieved assessments (including any tentative decisions) and assessment paperwork.