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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 Assessor:**  | **Assessor:**  |

|  |  |  |  |  |
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| **Candidate’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 candidate** | **Did the learner have reasonable adjustments? What was provided?** |
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**Please also complete section overleaf to summarise sampling activity for this controlled assessment**

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

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| **Course Code:** | **Course Title:** |
| **Assessor:** |

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| Has each candidate’s work been authenticated on the Candidate Front Sheet?  |  | Have the marks awarded for each individual candidate 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 candidate on the Candidate Front Sheet?  |  | When required by the assessment, have each candidate’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 candidate’s name, details of the assessment and signed in the appropriate place?  |  | Is all the documentation complete and signed by the Assessor? |  |
| If the learner was given reasonable adjustments, were they appropriate and recorded as such on the invigilation form? |  |  |  |

**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 Quality Support Officer together with all achieved assessments (including any tentative decisions) and assessment paperwork.