# Internal Quality Assurer Record - Sampling Plan

**For paper-based portfolios only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (accredited course title and product code):**  A | **Level:**  | **Dates:** | **Course Code:** |
| **Date of Initial Contact between Internal Quality Assurer and Tutor:**  |  |

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| --- | --- | --- | --- | --- | --- |
| **Learner’s Name** | **Tutor’s Name** | **Units / Elements****to be sampled** | **Formative** | **Summative**  | **General Comments on the assessment process for this learner** |
|  |  |  | **Planned date(s** | **Actual date(s)** | **Units/****Elements** | **Planned date(s)** | **Actual date(s)** | **Actual Units/****Elements** |  |
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**Please also complete section overleaf to summarise sampling activity for this course**

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

**Internal Quality Assurer – Summary of Feedback on Sampling Activity**

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| Internal Quality Assurer:  | Dates of Sampling Activity:  |

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| --- | --- |
| Course Code: | Course Title (accredited title and product code):  |
| Tutor:  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | formative | summative |  | formative | summative |
| Are you satisfied that the evidence is valid, authentic, reliable, current and sufficient? |  |  | Is the evidence easily accessible to sample? |  |  |
| Is the evidence clearly referenced? |  |  | Is there appropriate written feedback to the learner? |  |  |
| Does the evidence show that all performance and knowledge requirements have been met? |  |  | Is all the documentation complete and signed by the tutor? |  |  |

**Feedback on Formative Quality Assurance**

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| Comments  |
| Action Points | Date Actioned | Tutor Initials |

**Feedback on Summative Quality Assurance**

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| Comments  |
| Action Points | Date Actioned  | Tutor Initials |

# Completed with no actions / action points completed

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

Please send a copy of the completed sampling plan to Hampshire Achieves along with sample evidence HAquality@hants.gov.uk