# Internal Quality Assurer Record - Sampling Plan

**Functional Skills**

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| --- | --- | --- |
| **Course:**  | **Controlled assessment and level:** (e.g. English Writing Entry 3) | **Internal Quality Assurer:**  |
| **Date of Initial Contact between Internal Quality Assurer and Assessor and planned date for sampling:**  | **Assessor:**  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s Name** | **Date of summative sampling** | **Moderation feedback for this candidate** | **Did the learner have reasonable adjustments? What was provided?** | **Assessor mark** | **IQA mark** | **Pass or fail** |
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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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| **Assessor:** |
| 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 in the grid provided on the front sheet?  |  |
| Has all documentation been clearly marked with each candidate’s name, details of the assessment and signed in the appropriate places?  |  | 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 Assessment Record and Authentication Sheet (ARAS)? |  | Is there satisfactory evidence that the assessment was carried out according to the Awarding Body and Centre protocols? |  |

**Overall feedback**

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| Comments and discussion  |

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| --- | --- | --- | --- |
| **Action agreed** | **By whom**  | **By when**  | **Review (with dates)**  |
|  |  |  |  |
|  |  |  |  |

# Completed with no actions / action points completed delete as appropriate.

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

Please send this completed sampling plan / feedback summary to HAquality@hants.gov.uk and the English/ maths lead. This will then be saved by the ATL/ YPL team into the relevant folder in SharePoint.