**Functional Skills Entry Level**

**2022-23 External Verification Checklist**

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| **Actions to complete prior to external verification taking place** | **Completed (please )** |
| 2022-23 standardisation of assessment team completed (including support of new assessors, record of meetings with staff and watching the speaking and listening videos available on the Pearson website) |  |
| **Items to send to Standards Verifier (SV) prior to external verification** | **Sent**  **(please )** |
| Sampling Report Form (SRF) or centre’s own tracker  (This must be sent to the SV so that a sample of assessments can be selected to verify, before any work is posted out) |  |
| Centre Declaration Form to be completed by the centre and submitted prior to work being posted out. SVs can offer support if a centre has any queries with any section on the form. |  |
| **Items to send to Standards Verifier (SV) as part of external verification** | **Sent**  **(please )** |
| A list of registered students. |  |
| **E1 SLC:** 2 video recordings of both task 1 and 2 |  |
| **E2 SLC:** 1 video recording of both task 1 and 2 |  |
| **E3 SLC:** 1 video recording of both task 1 and 2 |  |
| The accompanying assessment record sheets for each learner participating in the above activities (all learners should be clearly identifiable in the recordings) |  |
| An additional sample of assessment record sheets for other 2022/23 learners (at least 4 additional per level if available) |  |
| **E1:** 5 samples of each unit (Reading, Writing, maths, ICT). |  |
| **E2:** 5 samples of each unit (Reading, Writing, maths, ICT). |  |
| **E3:** 5 samples of each unit (Reading, Writing, maths, ICT). |  |
| Evidence of verification feedback on some of the assessments at each level |  |

All boxes must be ticked prior to a remote sample being sent to your Standards Verifier (SV).

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Please also tick here to confirm that you have notified your

SV that you are sending the sample.