

04c Internal quality assessor of formative assessment brief feedback sheet

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Internal task IQA

2022-23

Quality assessor	Tutor
Course/Level	
T Level formative assessment	
Units, task number and criteria covered	Date of IQA

Standardisation checklist	Yes	No	N/A	Comment/Action
Are the performance outcomes identified?				
Is it clear what evidence the learner needs to produce?				
Does the assessment provide a vocational context?				
Does the deadline match the course assessment plan?				
Does the assessment plan have appropriate dates for submission, marking and IQA? Are the timescales for each assessment appropriate?				
Is there sufficient guidance in the brief?				
Has the brief been proofread for spelling and grammar?				
Overall, is the brief fit for purpose?				

Quality assessor signature		Date	
Assessor signature		Date	

Any action required to ensure the brief is fit for purpose:

Confirmation that action is completed:

Quality assessor signature		Date	
Assessor signature		Date	

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