

Checklist for EV Visit – last updated Feb 6th 2009

ACTION	WHO	Done?
1) Preliminary meeting 2 weeks before to decide what needs to be done, by whom and by when	All	N/a
2) Act on EV requirements letter – call in candidates logs and tapes; inform assessors to be available		
3) Review previous EV actions – from previous EV reports		
4) Update assessor register (internal and external). Check A1 certificates, specimen signatures, CPDs and CVs.		
5) Update candidate tracking spreadsheet per EV/award		
6) Double-check portfolios of EV-nominated candidates for counter-signatures, dating, record of achievement.		
7) Collate CRFs for actual and recommended claims		
8) Double check IV project folder to contain requisite sampling of 3.3a/b and 3 plus standardisation minutes, candidate feedback.		
9) Add list of candidates in each folder and file and put each piece of IV work in alphabetical order		
10) Check any IV work needing countersigning was counter-IV'd as soon as possible after the event		
11) Ensure all IV and A1 feedback has candidate's signature on it to register receipt.		
12) Prepare Certification Record Summary UB99 (for NVQs) or NQF (for schools)		