

Portfolio Sampling and Feedback Last issued February 6th 2009

Formative IV	Trainee A1	No
Summative IV	Qualified A1	Yes
Qualification	Assessor	
Location	Date	
Counter signatory/mentor	Internal verifier	
Candidate		
Unit(s)	Element(s)	

Assessment methods

Observation	Examination Wit Test	Examination Case Study	Examination Doc Evidence	Examination PD/PE	Questioning Candidate	Questioning Witness

Aspect of N/VQ	Comments
Has appropriate and sufficient assessment planning taken place?	Yes/No
Is the assessment method appropriate (suitability)?	Yes/No
Does the evidence address the PCs within the elements?	Yes/No
Is there adequate coverage of the range/evidence requirements?	Yes/No
Have the knowledge items been evidenced and assessed?	Yes/No
Has the evidence presented been clearly referenced and gathered over a period of time?	Yes/No
Do you agree with the assessment decision?	Yes/No
Feedback given against literacy and/or numeracy gaps/strengths? (Skills for Life)	Yes/No

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Notes to assessor (Positive comments and/or recommendations)		
Actions to be taken/items to be resubmitted and date	Actions complete Signature of assessor and date	Actions complete Signature of IV and date
Comments from the assessor		

Internal Verifier Signature _____ Date _____

Assessor Signature _____ Date _____

IV Counter Signature _____ Date _____