

Assignment Brief Moderation/Verification Form

This form must be completed before the assignment is issued to students

Assignment Title:	Centre/Department:
Name of Assessor:	Qualification, Unit Title and Level:
Key/Essential Skills Unit/Level:	

Layout	Yes	No	Action Points/Comments
Does the brief include:			
◆ College, programme, unit headings?			
◆ Assignment Title?			
◆ Outcome(s) to be assessed?			
◆ Key/Essential Skills(s) to be assessed?			
◆ Start & completion date?			
◆ Clear instructions?			

Subject Specific	Yes	No	Action Points/Comments
Does the brief :			
◆ Fulfil the assessment criteria for the outcome(s) being assessed?			
◆ Include activities that are valid and realistic?			
◆ Include assessment opportunities linked to the tasks and grading criteria (where applicable)?			

Key Skills / Essential Skills	Yes	No	Action Points/Comments
Does the brief :			
◆ Signpost the essential skills and levels clearly and accurately?			
◆ Provide effective opportunities to demonstrate Key/Essential Skills?			

Internal Moderator/Verifier signature:	Date:	Target Date For Amendment:
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I confirm that all above action points have now been completed and the evidence requirements satisfied.

Assessor signature:	Date:
Internal Moderator/Verifier signature:	Date: