Claim details

|  |  |
| --- | --- |
| Centre name |  |
| Centre number |  |
| Date |  |
| Approved internal verifier (IV) |  |
| Department |  |
| Qualification(s) |  |
| Run ID(s) |  |
| Actions agreed at previous review |  |
| Actions completed |  |
| Comments |  |

| Assessment | |
| --- | --- |
| Assessment tasks are well planned and cover all required methods of assessment | Yes / No |
| **Explain your judgement** | |
|  | |
| Assessment is appropriate and consistent for learners | Yes / No |
| **Explain your judgement** | |
|  | |
| Learner evidence has been marked and assessed and the feedback to learners is appropriate | Yes / No |
| **Explain your judgement** | |
|  | |
| Evidence of achievement is authentic | Yes / No |
| Evidence of achievement is sufficient | Yes / No |
| Evidence of achievement is valid, consistent and uses language appropriate to the level of learning | Yes / No |
| Where applicable, there is evidence of employer engagement and vocationally relevant  experience for learners | Yes / No |
| **Explain your judgement** | |
|  | |

| Internal quality assurance (IQA) | |
| --- | --- |
| Assessment tasks are approved by the IQA before use and regularly reviewed in a timely manner | Yes / No |
| IQA feedback to the assessor is appropriate | Yes / No |
| **Explain your judgement** | |
|  | |
| The IQA planned sampling strategy is appropriate and adequate | Yes / No |
| Explain your judgement | |
|  | |
| There is evidence of planned standardisation which is appropriate for the  organisation demographic | Yes / No |
| **Explain your judgement** | |
|  | |
| Have any learners been impacted by centre or course closures | Yes / No |
| Have any internal reasonable adjustments been made to the tasks or assessment | Yes / No |
| Have any learners covered by this report had a special consideration or external reasonable adjustment awarded | Yes / No |
| *If yes, have they been approved internally* | Yes / No / NA |
| **Explain your judgement** | |
|  | |
| The staffing in place is appropriate for the setting, qualification and meets the requirements set out in the qualification handbook | Yes / No |
| **Explain your judgement** | |
|  | |

| Teacher assessed grades (TAGs) only (Only complete if there are TAGs being claimed) | | |
| --- | --- | --- |
| **1** | There is an evidence checklist which explains why the learner(s) are eligible for TAGs | Yes / No |
| **2** | The head of centre declaration has been uploaded to the portal | Yes / No |
| **3** | The minimum evidential threshold has been met | Yes / No |
| **4** | There is evidence of objective assessment | Yes / No |
| **5** | The teacher assessed grade is evidence based | Yes / No |
| **6** | The evidence can be authenticated as having been generated by the relevant learner, and where appropriate, under any required conditions specified by AIM | Yes / No |
| **7** | The assessor is consistent in the judgements that they use to arrive at their teacher assessed grades for Learners taking the same qualification | Yes / No |
| **8** | The assessor is consistent in the evidence that they use to arrive at the teacher assessed grades for learners taking the same qualification | Yes / No |
| **9** | Are there any conflicts of interest identified? ***(provide details below)*** | Yes / No |
| **10** | The IQA sample strategy has been updated to reflect the additional risks of TAG claims | Yes / No |
| **11** | This claim is comparable to previous claims with AIM and I have reviewed data to identify any anomalies | Yes / No |
| **12** | Standardisation has taken place to ensure comparability of evidence and grading | Yes / No |
| **13** | The eRACs are completed correctly | Yes / No |
| **14** | The impact of expected special consideration and/or reasonable adjustments has been reviewed against the achievement of learners | Yes / No / NA |
| **Explain your judgement** | | |
|  | | |

| Completion of claims | |
| --- | --- |
| All claims are referenced on a QA5 | Yes / No |
| The correct units/components are claimed for and the rules of combination for the qualification are met | Yes / No |
| All learners being claimed have the correct grade/achievement marked | Yes / No |
| The learner evidence will be retained for monitoring as per the Being an AIM DCV handbook | Yes / No |
| **TAG claims only -** Evidence will be retained for all learners with a TAG claim until the next  DCS monitoring | Yes / No / NA |
| **Explain your judgement** | |
|  | |
| M**alpractice** | |
| Has any potential malpractice or maladministration been identified? | Yes / No |
| **Explain your judgement** | |
|  | |

| General comments |
| --- |
|  |

| Action for | Action agreed | Date to be completed |
| --- | --- | --- |
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|  |  |  |  |
| --- | --- | --- | --- |
| Sampling record | | | |
| **Learner** | **Component title/RITS code/component reference no** | **RUN ID** | **Retained for monitoring?** |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |
|  |  |  | Yes / No / TAG (Yes) |