**Pre-Issue Verification of an Assignment Brief for a Graded Unit**

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| **Access to HE Diploma:** |  | **Verifier Name** |  |
| **Unit Title and Id:** |  |
| **Unit level and Credit Value:** |  |
| **Assessment title and number: (eg 1 of 1)** |  |

| **Verification Criteria** | **Y/N/ Partly** | **Comment** | **Action Required** |
| --- | --- | --- | --- |
| Does the assignment brief include the Learning Outcomes and Assessment Criteria used for this assignment verbatim as shown in the unit specification?  |  |  |  |
| Has each task used for the assignment been mapped to an Assessment Criterion or Criteria from the unit? |  |  |  |
| Does each task use the command verb/s from the Assessment Criterion/Criteria? |  |  |  |
| Does the assessment method comply with that prescribed in Unit specification? NB If there is more than one assignment for the unit, one assignment must comply. |  |  |  |
| Have the correct Grade Descriptors and components for the unit been included verbatim in the brief?NB if there is more than one assignment not all GDs need to be included for every assignment; there must be a minimum of two for every assignment and all GDS must be covered in the set of assignments. |  |  |  |
| Are the chosen Grade Components relevant to the task(s)? |  |  |  |
| Has appropriate contextualisation, as per QAA regulation, been included for each Grading Descriptor used, and shown separately from the QAA GD wording?NB The AVA recommends that contextualisation for Merit and Distinction is conflated. |  |  |  |
| Are there fields in the brief for dates of assignment issue, student submission, agreed extensions?  |  |  |  |
| Is the student response required for this assignment appropriate to the level and credit value of the unit? |  |  |  |
| Is each assessment task, well-planned, unambiguously communicated to the students with reference to a recommended word count where appropriate? |  |  |  |
| Further consideration:Has authenticity been considered?Does the assignment use an assessment method appropriate for preparation for HE study?Has the development of study skills been considered? |  |  |  |
| Additional comments: |  |
| **Signed (Internal Moderator):** |  | **Date:** |  |

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| **Summary of Actions Required** |  | **Date for completion** |  |
| **Internal Moderator signed to agree completion.** |  | **Date Completed** |  |

**NB** This form should be completed with reference to:

1. The assignment brief
2. The Unit details with assessment method table (prescribed and optional methods)
3. QAA Grading Guidelines