**Pre-Issue Verification of an Assignment Brief for an Ungraded Unit**

|  |  |
| --- | --- |
| **Access to HE Diploma:** |  |
| **Verifier Name** |  |
| **Unit Title and Id:** |  |
| **Unit level** |  | **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. |  |  |  |
| Are there fields in the brief for dates of assignment issue, student submission, agreed extensions?  |  |  |  |
| Has the development of study skills been considered in the wording of tasks? |  |  |  |
| Is the sufficient guidance within the assignment to enable students to complete the tasks successfully? |  |  |  |
| Is the student response required for this assignment appropriate to the level and credit value of the unit? |  |  |  |
| Does the assignment use an assessment method appropriate for preparation for work on graded units? |  |  |  |
| Is each assessment task, well-planned, unambiguously communicated to the students with reference to a recommended word count where appropriate? |  |  |  |
| Has authenticity been considered in the planning of the assignment? |  |  |  |
| Additional comments: |  |
| **Signed (Internal Moderator):** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Specification