



QA 6.14A CORK ETB INTERNAL VERIFICATION REPORT (LANDSCAPE VERSION)

The purpose of this report is to confirm the internal verification process was completed in accordance with the guidelines issued by QQI and to ensure that the provider is managing its own systems and procedures regarding assessment from planning of assessment to finalising of results.

Registered Cork College of FET Campus/Centre Name:		Registered Cork College of FET Campus/Centre No:		Course Name:	
Date of Internal Verification:		Assessment Period:		Class/Course Code:	
Total Number of Learners or Portfolios:		Number of Learners or Portfolios sampled:		Number of Assessors:	

Award/(s) for which results are being internally verified

Award Name	Award Code	Award Name	Award Code

Note: Please complete an Internal Verification Report per module

Sample size: - If there are 12 or less assessment portfolios a minimum of 6 portfolios will be internally verified. If there are more than 12 assessment portfolios for a component, the sample will normally be 15% and will not be less than 6 assessment portfolios. If an Assessor is new to delivery QQI, the sample must be extended to include all of their portfolios.



Please complete for each named component/group of assessment results verified	Is location of all evidence, including integrated assessment, clearly signposted?		Is evidence available for ALL learners who have results entered into QBS/RCCRS?		Is learner evidence (hard and/or soft copy) clearly presented and labelled alphabetically as per order on QBS/RCCRS?		Was the evidence generated in accordance with the assessment techniques in the current Cork ETB module descriptor?		Comments/Action: (If "No", please identify issues and make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									



Please complete for each named component/group of assessment results verified	Is there a completed Internal Assessor QA Checklist (QA6.4.4a) for this component?		Is the Provisional results sheet from QBS/RCCRS present?		Is the QA6.2.3a Assessment Plan present?		Are Assessment Briefs (QA 6.3.2a) including deadline dates and Assessment Submission Sheets (QA 6.4.2a) (if applicable) available?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									



Please complete for each named component/group of assessment results verified	Are completed Marks Allocation Templates QA6.3.5a (or a detailed Marking Scheme) available for each assessment technique (if applicable)?		Are Examination Papers (QA6.3.4a), outline solutions and Assessment Attendance sheets (QA6.4.3a) available (if applicable)		Was QA6.7b Cover Note for Deferral of Assessment due to Extenuating Circumstances included (if required)?		Is evidence present of feedback to learners in accordance with QA6.16 Feedback on Assessment to Learners Procedure?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									



Please complete for each named component/group of assessment results verified	<i>Were results entry procedures for exemptions and RPL correctly applied?</i>		<i>Were marks correctly totalled and results transferred accurately from Learner marking sheets to QBS/RCCRS?</i>		Comments/Action Points (if 'No' please identify issues/make recommendations)
QQI Component Title	Yes	No	Yes	No	



Declaration:

I/(we) confirm that Learner Portfolios comply with all Cork ETB Quality Assurance requirements and may progress for External Authentication.	Yes No <input type="checkbox"/> <input type="checkbox"/>
Comment if necessary: 	

Internal Verifier Name: _____ Signature: _____ Date: _____
Internal Verifier Name: _____ Signature: _____ Date: _____
Internal Verifier Name: _____ Signature: _____ Date: _____
Internal Verifier Name: _____ Signature: _____ Date: _____