

6.4.4a – Internal Assessor QA Checklist

Name of Assessor:		
Component Name and Code:		
Learner Group Name:		
Number of Learners entered for assessment:		
Location of physical documentation/ evidence:		
Location of digital documentation/ evidence e.g., moodle, shared drive:		
Please ensure the following are in place for the internal verification and external authentication processes: When completing enter P (physical), D (digital) or H (hybrid) in the format column to indicate the format of the evidence and documentation presented:	Select Yes or N/A	Select the format of the evidence from P (physical), D (digital), H (hybrid).
Checklist for learner portfolios		
1. Is the location of all evidence, including integrated assessment, clearly signposted?	Choose an item.	Choose an item.
2. Is evidence available for all learners who have results entered into QBS/RCCRS?	Choose an item.	Choose an item.
3. Is learner evidence (hard and/or soft copy) clearly labelled in the format <i>Learner Group, Learner Name, Assessment Technique, Year</i> , and presented alphabetically as per order on QBS/RCCRS?	Choose an item.	Choose an item.

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<p>4. Is all practical/craft or soft copy evidence, including oral or skills demonstration evidence, clearly and systematically labelled?</p>	<p>Choose an item.</p>	<p>Choose an item.</p>
<p>5. Was learner evidence generated in accordance with the appropriate assessment techniques in the Cork ETB module descriptor?</p>	<p>Choose an item.</p>	<p>Choose an item.</p>
<p>6. Are completed Individual learner marking sheets signed digitally or physically by the assessor included? Learner marking sheets are signed by learners at levels 1 to 3.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>
<p>7. Are cover sheets for each assessment with signed learner declarations and confirmations that that they have received assessment information included (<i>QA 6.3.2a Brief/Cover Sheet</i>)? For evidence submitted through moodle, has the learner ticked to confirm that the Cork ETB's procedures and plagiarism were adhered to?</p>	<p>Choose an item.</p>	<p>Choose an item.</p>
<p>8. Is there evidence of feedback to learners (<i>QA 6.16 Feedback on Assessment to Learners procedure</i>)?</p>	<p>Choose an item.</p>	<p>Choose an item.</p>
<p>9. Is a <i>cover note for deferral of Assessment Activity due to Extenuating Circumstances QA 6.7b</i> included (if applicable)?</p>	<p>Choose an item.</p>	<p>Choose an item.</p>

Checklist for Assessor Folder for IV and EA		
10. Are provisional results sheets downloaded from QBS: <i>Authentication Report by Learner Group by Minor Award Results Sheet</i> (where RCCRS is not used)?	Choose an item.	Choose an item.
11. Have you used the most up to date version of the validated Cork ETB descriptor?	Choose an item.	Choose an item.
12. Is there a completed assessment plan (QA 6.2.3a <i>Assessment Planning Template</i>)?	Choose an item.	Choose an item.
13. Are there assessment briefs with deadline dates (QA 6.3.2.a <i>Brief/Cover Sheet</i>) included?	Choose an item.	Choose an item.
14. Is there a completed QA 6.4.2a <i>Assessment Submission Sheet</i> (where moodle is not used)?	Choose an item.	Choose an item.
15. Are examination papers (QA 6.3.4a <i>Exam Paper Template</i>) and attendance sheets (QA 6.4.3a <i>Assessment Attendance Sheet</i>) included?	Choose an item.	Choose an item.
16. Are marking schemes (QA 6.3.5a <i>Marks Allocation Template</i> or a detailed marking scheme) and outline solutions included?	Choose an item.	Choose an item.
Checklist for Marking		
17. Is evidence available for every assessment technique that has been assigned a mark?	Choose an item.	Choose an item.

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18. Is there evidence of marking (with a different colour pen for hard copy)?	Choose an item.	Choose an item.
19. Was calculation of marks carried out correctly on individual learner marking sheets?	Choose an item.	Choose an item.
20. If penalties have been applied for malpractice/late submission, was this clearly noted on the learner marking sheet?	Choose an item.	Choose an item.
21. If the internal assessor is entering learner marks on QBS, were results entered accurately into QBS (no rounding) or RCCRS (in the case of Cork College of FET – Bishopstown Campus), and grades awarded correctly?	Choose an item.	Choose an item.
22. Were the results entry procedures for exemptions (credits for other certification) or RPL applied correctly where appropriate?	Choose an item.	Choose an item.
Assessor's Signature:		
Date:		