**Centre External Quality Assurance Checklist**

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| **Has your External Quality Assurer been in contact with you to arrange quality assurance?** *(Contact should be made well before the course end date and before the first course end date if running a roll on roll off programme)* **If you have not heard from our External Quality Assurer, please contact your Centre Support Officer** *(as named on your email notification ME6)*   |
| If providing electronic evidence or access to remote files in your VLE, have you discussed this with the External Quality Assurer in order to confirm his/her access to the files?  |
| Have you completed any action points from the previous external quality assurance engagement and considered any areas identified by the external quality assurer for improvement?  |
| **IF YOU ARE HAVING AN EXTERNAL QUALITY ASSURANCE VISIT**: |
| With reference to the Moderation Planner and Report (ME3-ME4) have you provided all the information required by the External Quality Assurer in the Planner Section? You are required to complete Sections 4, 5, 6, 7 and 8 before returning to the External Quality Assurer. **Section 4 - Staff expertise** **Section 5 – Credit Transfer/Exemption (if applicable) please contact me if any queries** **Section 6 - Number of learners claiming at this time** **Section 7 - your feedback. This information is greatly valued and is used by us, when** **reviewing qualifications to ensure they remain fit for purpose Section 8 - Learner review.**   |   |
| Have you arranged for the appropriate members of staff to be present on the day of the visit – particularly one who has the authority to discuss any action plan?  |   |
| Have you arranged for a selection of learners across all qualifications being quality assured to be present during the visit?  |   |
| Have you provided a learner review of the course/s if learners are unavailable?  |   |
| Have you organised a suitable room where samples can be viewed and discussions with staff and learners can take place?  |   |
| Have you made available all evidence for those learners claiming certification including evidence of internal assessment and quality assurance?  |   |
| Is all assessment evidence clearly labelled and cross referenced to the qualification’s learning outcomes and assessment criteria?  |   |
| Have you and the learner signed each learner’s Declaration of Authenticity?  |   |
| **IF YOU ARE HAVING A REMOTE/ POSTAL EXTERNAL QUALITY ASSURANCE (including hardcopy or electronic):** |
| With reference to the Moderation Planner and Report (ME3-ME4R) you are required to complete Sections 4, 5, 6, and 7 before returning by email to the External Quality Assurer.  |   |
| Have you read our guide to e-Moderation to help you prepare and despatch electronic evidence?  |   |
| Is all assessment evidence clearly labelled and cross referenced to the qualification’s learning outcomes?  |  |
| Have you and the learner signed each learner’s Declaration of Authenticity?  |  |
| Have you included copies of the internal quality assurance documents as well as a record of results (ROR)?  |  |
| Have you securely packed the evidence, ensured it has a return centre address label and sent it to the correct External Quality Assurer? (as named in email notification from us (ME6) and ME3ME4 planner)  |  |