**CENTRE MODERATION CHECKLIST**

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| **Has your external moderator been in contact with you to arrange moderation?** *(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 moderator, please contact your Customer 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 moderator in order to confirm his/her access to the files?  |
| Have you completed any action points from the previous moderation and considered any areas identified by the external moderator for improvement?  |
|  | **IF YOU ARE HAVING A MODERATION VISIT**: |   |
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| With reference to the Moderation Planner and Report (ME3-ME4) have you provided all the information required by the moderator in the Planner Section? You are required to complete Sections 4, 5, 6, 7 and 8 before returning to the moderator. **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 moderated 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 moderation?  |   |
| 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 MODERATION:** |  |
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| 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 moderator.  |   |
| Have you read our guide to e-Moderation to help you prepare and despatch electronic evidence?  |   |

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| 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 moderator? (as named in email notification from us (ME6) and ME3ME4 planner)  |   |