

Documents Usage Summary

Document Title	Document Usage
Assessment Planning	This is not a mandatory document if the Scheme of Work identifies the assignment type, assessment criteria and grade descriptors being assessed.
Assignment Brief	Mandatory document to be used for both graded and ungraded assignments. Add or remove grade descriptor tables as necessary. All relevant sections to be fully completed. The overall achievement/grade for the complete unit to be indicated in the box provided on the front sheet. This can be used either electronically or as a hard copy.
Assignment Feedback	Mandatory document to be used for both graded and ungraded assignments. Indicate on the assignment brief when all assessment criteria have been achieved. If marking an ungraded unit then give developmental feedback against the assessment criteria. If the unit is graded but all assessment criteria have not been achieved use the section for feedback against assessment criteria to give developmental feedback to the learner and complete the re-submission section on the assignment brief. If all assessment criteria have been achieved then circle yes in the box provided then give developmental feedback against the grade descriptors for the assignment. Remove the rows for the grade descriptors that are not attached to the assignment. This can be used either electronically or as a hard copy.
Internal Verification Record	Mandatory document to be used for both graded and ungraded assignments. All internal verification is now contained within one document which should be completed for each individual module, e.g., Biology, Sociology. If any module is used in more than one diploma all of the internal verification for the module can be completed in the one document. Pre-delivery verification of the assignment brief must be completed before the assignment is given to the learners. If appropriate the section for actions needed should be completed and shared with the tutor. Any actions must be completed before the learner receives the assignment brief. Post-delivery internal verification should take place as soon as possible in order to address any issues that may arise. It is recommended that this document be used electronically.
Group Profile	Not a mandatory document if the direct entry of results is completed throughout the year however it is recommended as a method of tracking grade profiles.