**Packaging and sending portfolios**

* Please complete this sheet and **place it at the front/top of the submission** before securely packaging the sample for external moderation.
* Please do not send ring binders or folders. Use plastic wallets or treasury tags to ensure that all **evidence for each candidate is properly secured and remains together in the correct order**. Loose leaf pages should not be submitted.
* Samples for external moderation must be securely packaged and sent to the external quality assurer (EQA), **by courier or recorded delivery**, by the required deadline. All samples should be tracked and signed for on delivery.

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| **Centre name** |  | **Centre number** |  |
| **Qualification** |  | **Cohort name/number** |  |
| **Assessor name(s)** |  | **Name of IQA/IM** |  |
| **Learner portfolios included in sample for external moderation** |
| **Candidate name**  | **Details of evidence submitted** eg number of units, files or folders per candidate | **Assessor name** |
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Please add extra rows as required.

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| **Records/documents included in sample for external moderation** | **Required?** | **Included?** | **Centre Comments** |
| * **All assessment records** relating to the sampled cohort(s), to include: signed and dated assessment checklists/assessment tracking, evidence transcripts (Personal Progress), assessment grids (Personal and Social Effectiveness), assessment plans (for a minimum of three different units included in the sample)
 | mandatory |  |  |
| * **All** **Internal quality assurance** records relating to the sampled cohort(s) to include: standardisation, IQA/IM sampling, IQA/internal moderation reports (formative and summative), internal moderation checklists
 | mandatory |  |  |
| * Records relating to **reasonable adjustments and special considerations**
 | (mandatory where used) |  |  |
| * Records relating to **adaptations to assessment**
 | (mandatory where used) |  |  |
| * Records relating to any potential, perceived or actual **conflict of interest (CoI)**
 | (mandatory where CoI identified) |  |  |
| * **Additional information** – supporting details that the centre wishes to make the EQA aware of
 | optional |  |  |

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| **IQA/IM declaration**I confirm that the submission provided to ASDAN, and the evidence to support this submission, have been checked for accuracy, reviewed by a second member of staff and are accurate and represent the professional judgements made by my staff. That entries were appropriate for each candidate and that each candidate has no more than one entry per qualification. |
| **Signature of IQA/IM:** |  | **Date:** |  |