



Cork ETB Internal Verification Report

The purpose of this report is to confirm the internal verification process was completed in accordance with the guidelines issued by QQI and to ensure that the provider is managing its own systems and procedures regarding assessment from planning of assessment to finalising of results.

Registered Centre Name:		Registered Centre No:		Course Name:	
Date of Internal Verification:		Assessment Period:		Class/Course Code:	
Total Number of Learners (or Portfolios):		Number of Learners (or Portfolios) sampled:		Number of Assessors:	

Award(s) for which results are being internally verified

Award Name	Award Code	Award Name	Award Code

Sample size: - If there are 12 or less assessment portfolios a minimum of 6 portfolios will be internally verified. If there are more than 12 assessment portfolios for a component, the sample will normally be 15% and will not be less than 6 assessment portfolios. If an Assessor is new to delivery QQI, the sample must be extended to include all of their portfolios.



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Please complete for each named component/group of assessment results verified	Is the box clearly labelled with assessment period, Learner Group, Award name and code and assessors name and contact details?		Has the Provisional Results Sheet been printed from QBS (Authentication Report by Learner Group by Minor Award Results Sheet) or from RCCRS?		Are all portfolios labelled and presented in alphabetical order as per the order of QBS/RCCRS?		Is there Learner Evidence for all learners who have results entered on QBS/RCCRS?		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									



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Please complete for each named component/group of assessment results verified	<i>Is there a completed Assessor Checklist (QA6.4.4a) for this component?</i>		<i>Is a copy of the Cork ETB component descriptor accessible for this component?</i>		<i>Was the Cork ETB Assessment Plan (QA 6.2.3a) made available to all learners?</i>		<i>Were assessment briefs (QA 6.3.2a) including deadline dates made available to learners?</i>		Comments/Action Points (if 'No' please identify issues/make recommendations)
QQI Component Title	Yes	No	Yes	No	Yes	No	Yes	No	



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Please complete for each named component/group of assessment results verified	<i>Was the evidence generated in accordance with appropriate assessment techniques indicated in the Cork ETB component descriptor?</i>		<i>Is the completed Marks Allocation Template (QA 6.3.5a) accessible for each assessment technique?</i>		<i>Are the Examination Papers (QA 6.3.4a) and outline solutions accessible (if applicable)?</i>		<i>Has the Assessor included a completed QA 6.3.2.a Assessment Submission Sheet or PAT booklet for each assessment piece (where Moodle is not being used)?</i>		Comments/Action Points (if 'No' please identify issues/make recommendations)
	Yes	No	Yes	No	Yes	No	Yes	No	
QQI Component Title									



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Please complete for each named component/group of assessment results verified	<i>Has the Assessor include a completed QA 6.4.3.a Examination Attendance Sheet where applicable?</i>		<i>Have learners been given feedback in line with Feedback Procedure QA 6.16?</i>		<i>Using the Cork ETB Sampling Strategy, have the marks been correctly totalled, and grades awarded in line with QQI requirements?</i>		Comments/Action Points (if 'No' please identify issues/make recommendations)
QQI Component Title	Yes	No	Yes	No	Yes	No	



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Assessment Processes and Procedures

<p>I (we) confirm that that assessment procedures as agreed through Cork ETB QA have been applied across all assessment activities for this award.</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>Comments/Action Points as appropriate:</p>	

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____

Internal Verifier Name: _____ Signature: _____ Date: _____