



Internal Assessor QA Checklist

Name of Assessor:	
Component Name and Code:	
Learner Group Name:	
Number of Learners entered for assessment:	

Please ensure the following are in place for the authentication process:	Please tick when complete, or mark N/A if not applicable
CHECKLIST FOR ASSESSOR	
1. Correct assessment techniques applied as per descriptor/training Specification	<input type="checkbox"/>
2. All evidence marked (with a different colour pen), marks totalled correctly, percentage marks calculated and grades awarded correctly. In regard to evidence submitted and corrected through a Moodle Platform, that there is to be evidence of marking.	<input type="checkbox"/>
3. Marks are transferred correctly to the individual learner marking sheet	<input type="checkbox"/>
4. Marks transferred correctly to provisional results sheet /Summary Sheet	<input type="checkbox"/>
5. Integrated assessment evidence is clearly identified	<input type="checkbox"/>
6. All practical/craft or softcopy evidence, including oral or skills demonstration evidence is clearly and systematically labelled.	<input type="checkbox"/>
7. Results are entered into the QQI Business System (QBS) where appropriate	<input type="checkbox"/>
8. Results entry procedures for exemptions (credits for other certification) or RPL applied correctly where appropriate	<input type="checkbox"/>
CHECKLIST FOR EACH PORTFOLIO	
9. Completed individual learner marking sheets signed by assessor is the first page in each portfolio. Learner Marking Sheets are signed by the learner for levels 2 and 3.	<input type="checkbox"/>
10. Coversheet for each assessment with signed learner declaration and confirmation that that they have received assessment information (6.3.2a <i>Brief/Cover Sheet</i>). For evidence submitted through Moodle, the learner has ticked to confirm that the Cork ETB's procedures and plagiarism where adhered to.	<input type="checkbox"/>

11. Evidence is available for every assessment technique that has been assigned a mark.	<input type="checkbox"/>
12. Where extensions or repeats have been allowed due to extenuating circumstances a copy of 6.3.5b – <i>Cover note for repeat/deferral of Assessment Activity due to Extenuating Circumstances should be included.</i>	<input type="checkbox"/>
CHECKLIST FOR ASSESSOR FOLDER FOR IV & EA	
13. Copy of QQI component specification is accessible	<input type="checkbox"/>
14. Copy of validated CORK ETB component descriptor	<input type="checkbox"/>
15. Assessment plan (<i>6.2.3a Assessment Planning Template</i>)	<input type="checkbox"/>
16. Assessment briefs including deadline dates (<i>6.3.2.a Brief/Cover Sheet</i>)	<input type="checkbox"/>
17. Examination papers (<i>6.3.4a Exam Paper Template</i>) and attendance sheets (<i>6.4.3a Assessment Attendance Sheet</i>)	<input type="checkbox"/>
18. Marking schemes (<i>6.3.5a Marks Allocation</i>)	<input type="checkbox"/>
19. Outline solutions	<input type="checkbox"/>
20. Provisional results sheet printed from QBS: Authentication Report by Learner Group by Minor Award Results Sheet (where RCCRS is not used) signed by the Assessor and Principal/Director/Centre Manager	<input type="checkbox"/>
21. Completed QA 6.4.2a Assessment Submission Sheet (where Moodle is not used)	<input type="checkbox"/>
22. Evidence of feedback to Learners (<i>6.16.2a Feedback on Assessment to Learners</i>)	<input type="checkbox"/>
23. Completed QA 6.4.5.a Internal Assessor QA Checklist (this list)	<input type="checkbox"/>
CHECKLIST FOR ASSESSOR BOX FOR IV & EA	
24. Box is clearly labelled with the assessment period, Learner Group, Award name and code and assessors name and contact details.	<input type="checkbox"/>
25. Correct number of assessment portfolios present.	<input type="checkbox"/>
26. All portfolios labelled with Learner Group, learners name, award name and code and assessors name.	<input type="checkbox"/>
27. All assessment portfolios in alphabetical order by last name as per QBS/RCCRS	<input type="checkbox"/>
Please note where all evidence is submitted and marked using Moodle there may not be an Assessor Box but the evidence is submitted in labelled format online	<input type="checkbox"/>
Assessor's Signature:	
Date:	