



Proforma to record Verification Meeting: Notes on Use

This proforma is not mandatory but evidence of the verification meeting is an essential part of SQA's quality assurance process. This proforma has been designed to give you a chance to collate your minutes and/ or notes of the verification meeting in one place.

Membership of the verification group will vary according to centres and should always include a person **not** actively involved the support process, for example, SQA Co-ordinator, the quality manager of the centre, a local authority educational psychologist.

Verification of Assessment Arrangements

Centre Name		Date of Meeting		Session/ Year	
Personnel Present		Position			

Verification Record

Candidate Name	Unit/ Course	Agreed Adjustment	Sufficient Evidence

Signature of Chairperson _____ **Date** _____

Please retain as evidence of Verification Meeting