

EV Report 10 Point Check

1. Comments relating to a criterion must accurately match that criterion.
2. Comments should show justification of your decision to allocate green, amber or red to a criterion.
3. Comments should not conflict with any other comments in the report or any of SQA's requirements.
4. Report content should be accurate in relation to the qualifications being verified.
5. Good Practice is more than routine practice, and therefore comments should reflect this.
6. A recommendation is not a required action, and therefore wording should not include for example must, should, require etc.
7. Action points must be SMART. When agreeing completion dates, realistic timescales should be factored-in to the agreed action.
8. If re-assessment is required for HN Unit(s), time may firstly be needed to develop another assessment instrument.
9. Use appropriate SQA Codes for Awards/Units being assessed. Use EV Report codes for Assessor/Verifier Awards/Units as per QV Guidance.
10. Check spelling, grammar, punctuation and 'flow'- does report make sense, does it read well?