**AAS Site Checklist Form**

This form is for recording the suitability of sites to be used for assessment of SQA qualifications which are not owned, leased or managed by the approved centre.

**Note** This form is to be completed and returned to SQA as well as being retained by the centre for future reference. Verifiers will review the form during the verification process.

If a site has still to be agreed, please complete your centre name in the area below and tick here [ ]  and proceed to the declaration in Section 4.

|  |  |
| --- | --- |
| Centre name |  |
| Name of assessment site |  |
| Organisation which owns the site |  |
| Address of assessment site (including country) |  |
|  |  |
|  |  |
| Postcode |  |
| Phone number of site |  |
| Contact name at site |  |
| Qualification(s) being assessed at this site |  |

##### Comments on how site is used:

|  |
| --- |
|  |

**Checklist**

##### Section 1: Assessment requirements

Reference should be made to the assessment strategy and any specific requirements for assessment of the specific award(s) being assessed at the site when completing this section.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comment** |
| Is the assessment environment appropriate for assessing the award? |  |  |  |
| Are appropriate equipment and resources available for assessment? |  |  |  |

##### Section 2: The site

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comment** |
| Is the assessment environment safe for candidates and staff? |  |  |  |
| Do all candidates have equal access to assessment at this site? |  |  |  |
| Is there agreed access to the site for centre assessors and internal verifiers? |  |  |  |
| Is there agreed access to the site for SQA and regulatory body QA staff? |  |  |  |
| Is there secure storage at the site for assessment materials and records? |  |  |  |

##### Section 3: Support for candidates and staff

This section should only be completed if centre staff and/or candidates are based at the site.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comment** |
| Are candidates based at this site given induction covering the requirements of SQA? |  |  |  |
| Are assessors and internal verifiers based at this site given induction covering the requirements of SQA? |  |  |  |
| Do candidates and staff have access to the centre’s policies and procedures? |  |  |  |
| Is the centre’s quality assurance system being applied at this assessment site? |  |  |  |
| Are there effective mechanisms in place for collecting, submitting and securely storing candidates’ personal, entry and results data, in line with the centre’s data management policy and procedures? |  |  |  |

##### Section 4: Declaration

We declare that, to the best of our knowledge, the information given in this form is correct and that all sites yet to be agreed will comply with current SQA guidelines and be made available during verification.

**Centre representative**

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Signature  |  |
| Date |  |

**Site representative**

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Signature  |  |
| Date |  |

|  |  |
| --- | --- |
| Date of next planned review |  |