##

## Record of Internal Verification Activities During Delivery

|  |  |
| --- | --- |
| Qualification/Verification Group |  |
| Level |  |
| Unit(s) |  |

##### Checklist of issues for consideration during the year

|  |  |
| --- | --- |
| Issue | Date discussed |
| Any changes to approach to assessment since pre-delivery meeting |  |
| Standardisation activities undertaken and any issues arising from these |  |
| Feedback from internal verification sampling, eg parity of standards between assessors, borderline candidates |  |
| Updates, eg from SQA Qualifications Development |  |
| Evidence required for SQA qualification verification (if selected) |  |
| Feedback on SQA qualification verification (if selected) — required actions and/or any recommendations  |  |
| Review of resources and equipment for assessment |  |
| Candidates requiring assessment arrangements  |  |
| Agreement of final Unit results |  |

##### Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Action | By whom | By when | Completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### Post-delivery review

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Issue | Decision | Comment |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Copied to all assessors and internal verifiers*