**Internal Verification: Single Log of Verification Activities Session 2015-16**

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| Centre |  |
| Department |  |
| Course/Subject/Level/Units |  |

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| Model of Internal Verification used (brief explanation): |

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| Allocation of Responsibilities | | |
| Unit | Assessor(s) | Internal Verifier(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Pre-delivery verification activities**

Meeting date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Understanding Standards and standardisation activities undertaken: |

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| Assessment Approaches agreed □  Comments: |

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| --- | --- | --- | --- |
| Prior verification submissions | | | |
| Units/Outcome/AS | Internally verified | SQA Prior Verified | Outcome |
|  |  |  |  |
|  |  |  |  |

**Actions and decisions arising from the above activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Action//Decision | Action by whom | Action by when | Completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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**During/Post Delivery Verification Activities**

Meeting date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discussed:

Feedback from assessors □

Feedback from internal verifiers □

Feedback from SQA verification/key messages □

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Strategy for sampling of candidate assessments |

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| Summary of outcomes of sampling of candidate assessments |

Selected for SQA verification Yes/No

Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit(s) selected to submit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome of verification: Accepted/ Accepted\*/ Not Accepted

|  |
| --- |
| Comment: |

Any appeals against internal assessment results? Yes/No

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| Comment/outcome of appeal: |

**Actions and decisions arising from the above activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Action//Decision | Action by whom | Action by when | Completed |
|  |  |  |  |
|  |  |  |  |
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