

ASDAN qualifications IQA feedback report template (with guidance)

All highlighted text in this template is provided as guidance for the IQA. Please delete and replace with relevant data.

ASDAN qualification:	
Sample type: Formative, Interim, Summative – delete as appropriate	
Unit:	Level:
Cohort name:	
Course start date:	Course completion date:
Learner name(s):	Assessor name(s):
IQA name:	Date:

	Yes/No	Comments/feedback to assessor
Do all sampled learners have a completed assessment checklist?		
Is evidence/the portfolio clearly and accurately cross-referenced to assessment criteria and easy to locate?		
Does the evidence available reflect the assessment plan?		
Does the evidence match the level of the unit?		
Is all evidence valid? Does it meet all requirements of the unit?		
Has all learner evidence been authenticated as the learner's own work?		

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	Yes/No	Comments/feedback to assessor
Is evidence current? Does it represent the learner's current knowledge/skills? Is the evidence still relevant at the time of the assessment?		
Are all assessment criteria and any additional requirements evidenced? (eg where evidence is required from a specified number of occasions or over a specified time period)		
Has the assessor provided constructive feedback to the learner and prompted them to expand on their responses where necessary?		
Are assessment decisions accurate, are they based on the requirements of the assessment criteria/unit?		
Are assessment decisions clearly and accurately recorded?		
Where applicable, do assessor observations/witness statements provide sufficient detail to enable verification of learner achievement?		

Action points for follow up:	Date to be completed	Details of how action was addressed (to be completed by assessor or IQA)	Date completed
• (add more rows as needed)			
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Action points for follow up:	Date to be completed	Details of how action was addressed (to be completed by assessor or IQA)	Date completed
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Assessor signature, confirming completion of action points:	Date:
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For summative IQA only:	Yes/No
• Are you satisfied that the sample selected is reflective of the entire cohort's achievements?	
• Are changes to the initial learner details required? (This includes withdrawing learners where units have not been achieved)	
• Can the cohort be submitted to ASDAN for awarding/external quality assurance?	

IQA signature:	Date:
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