

ASDAN qualifications

EQA sample centre checklist (with guidance)

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

Please complete this checklist and declaration for samples for external quality assurance (EQA) submitted both digitally and hard copy (eg by post). Only one EQA sample checklist is required for EQA activity.

Submitting Samples Digitally

Organise learner portfolios clearly:

- Create a main centre folder.
- Within this, create a folder for each learner.
- Inside each learner folder, create sub-folders for each unit.
- Use an assessment checklist with links to the referenced digital evidence.
- Name evidence files clearly (include learner name, unit title, and assessment criterion).

Include an Internal Quality Assurance (IQA) folder:

Save all IQA records in this folder with clear titles, such as:

- EQA sample centre checklist
- IQA sampling plan
- Pre-delivery IQA check
- IQA feedback reports
- Records of internal standardisation

Submitting Hard Copy Samples by Post

- Place this completed sheet at the front of the sample before packaging.
- Please ensure all documentation is submitted in a clear, well-organised and structured format, with each learner's evidence kept together and easy to follow. Do not send loose pages.
- Send samples for external quality assurance (moderation) securely by courier or recorded delivery to the EQA by the required deadline. All samples must be tracked and signed for on delivery.

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Centre name:	Centre number:
ASDAN qualification:	Cohort name:
Assessor name(s):	IQA name(s):
Number of learner portfolios included in sample for external quality assurance:	

Records/documents included in sample for EQA	Location/folder/filename	Centre comments
Learner portfolios requested by ASDAN containing evidence that meets all unit requirements and assessment criteria (mandatory)		Names of learners whose portfolios are included in the sample
All assessment records relating to the sampled cohort(s), to include: (mandatory) <ul style="list-style-type: none"> signed and dated assessment checklists/assessment tracking evidence transcripts (Personal Progress qualification only) assessment grids (Personal and Social Effectiveness qualification only) assessment plans (for a minimum of three different units included in the sample) 		
All internal quality assurance records relating to the sampled cohort(s), to include: (mandatory) <ul style="list-style-type: none"> records of standardisation activities IQA sampling plan pre-delivery IQA IQA feedback reports for sampling of assessed work (formative and summative) 		

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Records/documents included in sample for EQA	Location/folder/filename	Centre comments
Records relating to reasonable adjustments and special considerations (mandatory where used)		
Records relating to adaptations to prescribed assessment tasks (mandatory where used)		
Records relating to any potential, perceived or actual conflict of interest (Col) (mandatory where identified)		
Additional information any supporting details the centre wishes to make the EQA aware of (optional)		

<p>IQA declaration I confirm that: learner and unit registration and achievement details for the sampled cohort(s) are confirmed as accurate all documents/evidence noted as mandatory (above) are included in the sample submitted for EQA learner evidence has been verified as the original and authentic work of each learner claims for funding relating to the qualifications achieved/awarded as a result of this EQA activity meet the relevant eligibility criteria</p>	
IQA signature:	Date: