# Towards Independence: Moderation Checklist

| | | | |
|---|---|---|---|
| Centre name: | | Centre co-ordinator: | |
| Learner name: | | | |
| Date of internal moderation: | | Signature of internal moderator: | |
| Module/s submitted: | | | |

## A. Starting Out module (mandatory)

| Requirements: | Evidence exists ✓ ✗ | |
|---|---|---|
| | Internal moderator | EM use ONLY |
| **Module Plan completed** – page 16 | | |
| **Summative Achievement Record completed** – page 18 | | |

## B. Learner portfolio

| Requirements: There is evidence to demonstrate how the learner has accessed the activities in each module undertaken. | Evidence exists ✓ ✗ | |
|---|---|---|
| | Internal moderator | EM use ONLY |
| | | |
| *Examples of evidence: action plans related to the activities/module, worksheets, photographs, witness statements, audio/video recordings.* **Additional comments (optional):** | | |

## C. Summative recording: completion of the module book(s)

| **Requirements:** The Towards Independence module book(s) reflects completion of the activities. All of the following must be completed. | Evidence exists ✓ ✗ | |
|---|---|---|
| | Internal moderator | EM use ONLY |
| **Record of Activities completed** – **one less** section than ordinarily required for that particular module | | |
| **Evidence reference boxes completed** | | |
| **Levels of Support boxes completed** – check appropriate levels of support have been indicated | | |
| **Verified by and date boxes completed** | | |
| **Module Review and Next Steps pages completed** – at back of book | | |
| **Skills identified** – e.g. communication, teamwork | | |
| **Additional comments (optional):** | | |

Please complete the **Special Consideration** section on the following page.

ASDAN

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## D. Special Consideration

| Please explain why you feel a special consideration should be granted for this learner | |
|---|---|
| | |
| Signature of member of SLT | |

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|---|---|
| Signature of external moderator: | |
| Date of external moderation: | |