

# Centre Guidance & Information Programme Workshop Resources

## Pre-Course Internal Quality Assurance Confirmation Record

To be undertaken prior to each course commencing

<b>Course Title :</b>		<b>Qualification/Unit:</b>
<b>Internal Quality Assurer</b>		<b>Assessor/s:</b>
<b>Date of activity:</b>		<b>Outstanding actions from previous courses:</b>
<b>Issues to confirm</b>	<b>Yes/No</b>	<b>Comments</b>
1. Is there an assessment plan in place? (a coherent set of planned assessment activities)		
2. Are the assessments valid and appropriate to the level?		
3. Do the assessment methods allow for authenticity?		
4. Do the assignment tasks clearly show all assessment criteria can be met?		
5. Are recording systems in place for monitoring individual and group progress?		
6. Is it clear how feedback will be issued to learners?		
7. Have any outstanding IQA actions from previous courses been met?		
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Original created: February 2020	Last edited: 20 February 2020	Due for review: Feb 2021
Pre-Course IQA confirmation record		

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Action	Person Responsible	Date Completed