

IQA Sampling Report (Best Practice Example)

V1.0

INTERNAL QUALITY ASSURANCE (IQA) SAMPLING REPORT

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| **Learner Name** | Annette Curtain |
| **Assessor Name** | Maxwell House |
| **IQA Name** | Will Smith |
| **Qualification** | Level 1 Award in Passport to Enterprise and Employment |
| **Unit Title(s)** | F/615/2244 Developing an Enterprising Character |
| **Date of Sample** | 25.05.2021 |
| **Next Sample Date (if applicable)** | 20.06.2020 |

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| **Type of sampling activity completed (tick at least one option on each of the first two rows):** | | | | | |
| **Interim sampling** |  | **Summative sampling (unit complete/certification can be claimed)** | ✓ | **Summative sampling (evidence referred for actions)** |  |
| **Evidence check** |  | **Observation of delivery (observation report attached)** |  | **Learner interview**  **(interview record attached)** |  |
| **Other**  **(please detail):** |  | | | | |
| **Type of evidence sampled:** | Completed workbooks and learner product evidence | | | | |

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| **Assurance of the assessment process (tick at least one option for each question):** | **Yes** | **No** |
| Has an initial assessment taken place? | ✓ |  |
| Has an assessment/development plan been agreed with the learner? | ✓ |  |
| Is the Assessor recording assessment outcomes after each assessment has taken place and providing the learner with feedback? | ✓ |  |
| Has the Assessor confirmed authenticity, sufficiency, accuracy, consistency, and validity whilst assessing the evidence? | ✓ |  |
| Are the learner’s assessment/development records being updated and completed on an ongoing basis? | ✓ |  |

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| **Feedback to Assessor:**  Many thanks Maxwell, for your completed assessment for IQA sampling. This is a summative sample and I have sampled all 3 learning outcomes for this unit.  I agree that your learner has completed some detailed answers within the workbook and can see the activity log is also covered in detail to meet the requirements of the assessment criteria. I agree that initially, assessment criteria 3.3 was not complete, and I can clearly trace the audit trail of assessment when the learner resubmitted this activity.  It is good that you have referred to referencing sources of research and asked the learner to check the spelling and grammar moving forward.  Your feedback to your learner is positive and motivational and shows some good ongoing support.  I agree with your final assessment decision that this unit is complete. I have planned a date of 20.06.2021 for the next IQA activity of this learner. |
| **Assessor actions:**  None. |

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| **Assessor comments/feedback to IQA:**  Thanks for this feedback, Will. I agree with the contents of the assessment report. The learner is on holiday for two weeks in June and so a sample on 20.06.2021 may not show much progress. I will provide you with an update nearer to the time. |

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| **Assessor Signature** | Maxwell House | **Date: 25.05.2021** |
| **IQA Signature** | Will Smith | **Date: 25.05.2021** |

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| **Actions complete (evidence/unit not ready for certification)** | N/A | **Actions complete (evidence/unit can be claimed for certification)** | N/A |

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| **Assessor Signature** |  | **Date:** |
| **IQA Signature** |  | **Date:** |