Assessment sign off form (AD3)

Centre devised assessment development

City & Guilds
Believe you can

Qualification	Assessment title
Unit	**Version** *(if applicable)*

Checklist		Assessor initial	IQA initial	EQA initial*
Access				
1.	The task and candidate instructions are clear and language used is accessible by the target candidate group.			
2.	The resources required for the task are sufficient and available at the centre.			
3.	The tasks do not require skills beyond the level and experience of the target candidate group.			
Validity				
4.	The tasks ensure candidates have the opportunity to provide sufficient evidence to meet the requirements of all grades offered. All unit assessment criteria are accurately mapped, and opportunities for grading are identified.			
5.	The tasks sufficiently represent real vocational tasks for their value to the qualification to be clear.			
6.	The tasks do not require or credit skills which go beyond the scope of the unit for the award of pass.			
7.	Appropriate conditions are set to assure authentication of candidate work is possible.			
8.	Any time, word limits or other tolerances specific to the voc area are clearly shown as guidance or for assessment, as appropriate for valid assessment of the learning outcomes of the unit.			
9.	The associated grade descriptors are as specified in the unit specification, and the tasks allow opportunity for all grades to be met, the contextualised notes support consistent and accurate judgements for the task.			

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To be completed by the Internal Quality Assurer

Remedial action(s) required	
Date	

To be completed by the Assessor

Actions taken	
Date	

To be completed by the Internal Quality Assurer

I have reviewed the attached assessment and grading criteria against the above checklist and judge them to be fit for purpose, and ready for use.

Internal Quality Assurer signature		**Date**	
External Quality Assurer signature		**Date**	