

**WWETB Quality Assurance System**  
**Checklist for Submitting Results to the Training Standards Office**  
 Version 1.1 March 2020

- Results will be considered for approval by the Results Approval Panel on correct receipt of the following documents securely attached together.
- Personnel submitting assessment results to the Training Standards Office for Results Approval meetings should submit the documentation using a lever arch folder, or document folder or other appropriate means to ensure documents are securely attached.
- When forms are being completed where documents contain a list of learner's names, **the learner names must be recorded / listed in alphabetical order (by surname) and by module code in numerical code order**, consistently throughout all the documents.
- Assessors should use red pen when recording marks/grades awarded on assessment scripts.
- This checklist to be submitted with the results pack.

Order	Description	Checklist	Yes	N/A
1	Learner assessment evidence / scripts	Have all the assessment scripts / evidence been included and collated in the same order by learners and modules as listed in the Assessment Sheets?	<input type="checkbox"/>	<input type="checkbox"/>
		Is there evidence on the scripts to show that they have been assessed?	<input type="checkbox"/>	<input type="checkbox"/>
		Is the overall result on the script?	<input type="checkbox"/>	<input type="checkbox"/>
		Have the totals been added up correctly?	<input type="checkbox"/>	<input type="checkbox"/>
		Has the correct grade been applied?	<input type="checkbox"/>	<input type="checkbox"/>
		Have individual USB keys been securely retained as part of learner assessment evidence?	<input type="checkbox"/>	<input type="checkbox"/>
		Is the CD/DVD an accurate copy of the learner's evidence that is retained on the USB keys?	<input type="checkbox"/>	<input type="checkbox"/>
		Has all assessment material been signed and dated by the Learner and the Assessor where required?	<input type="checkbox"/>	<input type="checkbox"/>
2	AIS	Have all the Individual Assessment Sheets been included, completed in the specified order and accurately, signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>
		Have all the Summary Assessment Sheets been included, completed in the specified order and accurately, signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>
		Have the results for each Assessment Instrument Specification (AIS) been transferred/transcribed accurately i.e. <ul style="list-style-type: none"> <li>• From the scripts to the Assessment Sheets</li> <li>• From the Assessment Sheets to the Summary Assessment Sheets</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	Support Documentation	Have all the Assessment Attendance/Submission sheets been included, completed correctly, signed and dated for each assessment event?	<input type="checkbox"/>	<input type="checkbox"/>
		Have the seating plans been included for each assessment event, as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
4	Test Packs	Have all the assessment documents (including model answer sheets/scoring criteria) been included and collated, in the specified order, for each assessment event?	<input type="checkbox"/>	<input type="checkbox"/>
		Has the master copy of the AIS been returned, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>

**I confirm that all the supporting documentation is attached has been checked and is submitted in the order as per above checklist:**

Signed by Course Tutor		Print name	Date
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