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?	☐	☐
		Is there evidence on the scripts to show that they have been assessed?	☐	☐
		Is the overall result on the script?	☐	☐
		Have the totals been added up correctly?	☐	☐
		Has the correct grade been applied?	☐	☐
		Have individual USB keys been securely retained as part of learner assessment evidence?	☐	☐
		Is the CD/DVD an accurate copy of the learner's evidence that is retained on the USB keys?	☐	☐
		Has all assessment material been signed and dated by the Learner and the Assessor where required?	☐	☐
2	AIS	Have all the Individual Assessment Sheets been included, completed in the specified order and accurately, signed and dated?	☐	☐
		Have all the Summary Assessment Sheets been included, completed in the specified order and accurately, signed and dated?	☐	☐
		Have the results for each Assessment Instrument Specification (**AIS**) been transferred/transcribed accurately i.e. • From the scripts to the Assessment Sheets • From the Assessment Sheets to the Summary Assessment Sheets	☐	☐
3	Support Documentation	Have all the Assessment Attendance/Submission sheets been included, completed correctly, signed and dated for each assessment event?	☐	☐
		Have the seating plans been included for each assessment event, as appropriate?	☐	☐
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?	☐	☐
		Has the master copy of the AIS been returned, where appropriate?	☐	☐

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