

**WWETB Quality Assurance System**  
**On-Line Assessment Activity Report Form**  
 Version 1.0 May 2020

<b>Course/ Project Name</b>		<b>Class Ref</b>			
<b>Module Title</b>		<b>Module Code</b>			
<b>Assessment Title</b>		<b>Assessment Code</b>			
	<b>Print Learner Name</b>	<b>Tutor Comments Section (Note any issues identified)</b>	<b>Assessment submitted through Moodle (Insert a ✓ or x )</b>	<b>Assessment Submitted</b>	
				<b>Date</b>	<b>Time</b>
1					
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16					

Please record any comments/recommendations/corrective or preventative actions: **(To be completed by the Course Tutor)**

\_\_\_\_\_  
**Signed Course Tutor**

\_\_\_\_\_  
**Date**

- If the learner experiences IT/technical issues during the on-line assessment, this must be logged in the Comments Section when it impacts on their assessment
- In line with Assessment Regulations, if the tutor/assessor identifies any plagiarism or assessment malpractice this must be reported to the Training Standards Officer immediately
- In line with Assessment Regulations any learner scheduled to attend the assessment event and did not attend or submit their assessment, their absence is recorded on this sheet by writing "**Absent**" in the Tutor Comments Section
- In the event of a learner looking for an extension for the submission of the assessment, the Assessment Regulations will apply. Extension requests must be logged by the tutor in Comments Section.