|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BTEC First Combined Diploma/Certificate IT and Media **Assignment front sheet** | | | | |
| Learner name | | | Assessor name | |
|  | | |  | |
| Date issued | | Completion date | | Submitted on |
|  | |  | |  |
| Qualification | | | Unit number and title | |
|  | | |  | |
|  | | |  | |
| Assignment title |  | | | |
| In this assessment you will have opportunities to provide evidence against the following criteria.  Indicate the page numbers where the evidence can be found. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria reference | To achieve the criteria the evidence must show that  the student is able to: |  | Task no. |  | Evidence |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Learner declaration |
| I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.  Learner signature: Date: |

|  |  |
| --- | --- |
| **Assignment brief** | |
| Qualification |  |
| Unit number and title |  |
| Start date |  |
| Deadline |  |
| Assessor name |  |
|  | |
| Assignment title |  |
| The purpose of this assignment is to: | |
| Scenario | |
| Task 1 | |
| Task 2 | |
| Task 3 | |
| Sources of information | |

|  |  |  |  |
| --- | --- | --- | --- |
| This brief has been verified as being fit for purpose | | | |
| **Assessor** |  | | |
| **Signature** |  | Date |  |
| **Internal verifier** |  | | |
| **Signature** |  | Date |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Internal verification of assignment brief** | | | | | | | | |
| Qualification | |  | | | | | | |
| Unit number and title | |  | | | | | | |
| Assessor name | |  | | | | | | |
|  | | | | | | |
| Internal verifier checklist | | | Y/N\* | | Comments | | |
| Are accurate programme details shown? | | | Y/N\* | |  | | |
| Are accurate unit details shown? | | | Y/N\* | |  | | |
| Are clear deadlines for assessment given? | | | Y/N\* | |  | | |
| Is this assignment for whole or part of a unit? | | | W/P | |  | | |
| Are the grading and assessment criteria to be addressed listed? | | | Y/N\* | |  | | |
| Does each task show which criteria are being addressed? | | | Y/N\* | |  | | |
| Are these criteria actually addressed by the tasks? | | | Y/N\* | |  | | |
| Is it clear what evidence the learner needs to generate? | | | Y/N\* | |  | | |
| Are the activities appropriate? | | | Y/N\* | |  | | |
| Is there a scenario or vocational context? | | | Y/N\* | |  | | |
| Are the language and presentation appropriate? | | | Y/N\* | |  | | |
| Is the timescale for the assignment appropriate? | | | Y/N\* | |  | | |
| Overall is the assignment fit for purpose? | | | Y/N\* | |  | | |
| \* If “No” is recorded and the internal verifier recommends remedial action before the brief is issued, the assessor and the internal verifier should confirm that the action has been undertaken. | | | | | | | |
| Internal verifier |  | | | | | | |
| Signature |  | | | Date | |  | |
|  |  | | |  | |  | |
| Action required: | | | | | | | | |
|  | | | | | | | | |
| Action taken: | | | | | | | | |
|  | | | | | | | | |
| Assessor |  | | | | | | | |
| Signature |  | | | Date | |  | | |
| Internal verifier |  | | | | | | | |
| Signature |  | | | Date | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor's comments** | | | | | |
| Qualification |  | Assessor name |  | | |
| Unit number and title |  | Learner name |  | | |
|  | | | | | |
| Grading criteria | | | | | Achieved? |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | |  |
|  | | | | | |
| Learner feedback | | | | | |
|  | | | | | |
| Assessor feedback | | | | | |
|  | | | | | |
| Action plan | | | | | |
|  | | | | | |
| Assessor signature |  | | Date |  | |
| Learner signature |  | | Date |  | |

|  |  |
| --- | --- |
| **Internal verification of assessment decisions** | |
| Qualification |  |
| Unit number and title |  |
| Assessor name |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assignment title |  | | | | |
| Learner name |  | | | | |
| Which criteria has the assessor awarded? | Pass | Merit | Distinction | | |
| Do the criteria awarded match those targeted by the assignment brief? | Y/N  Details | | | | |
| Has the work been assessed accurately? | Y/N  Details | | | | |
| Is the feedback to the learner:   * Constructive? * Linked to relevant assessment and grading criteria? * Identifying opportunities for improved performance? | Y/N  Details | | | | |
| Does the grading decision need amending? | Y/N  Details | | | | |
| Remedial action taken |  | | | | |
| Confirm action completed |  | | | | |
| Assessor name |  | | | | |
| Assessor signature |  | | | Date |  |
| Internal verifier name |  | | | | |
| Internal verifier signature |  | | | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Observation record** | | | | |
| **Learner name** | |  | | |
|  | | | | |
| **Qualification** | |  | | |
|  | | | | |
| **Unit number and title** | |  | | |
|  | | | | |
| **Description of activity undertaken (please be as specific as possible)** | | | | |
|  | | | | |
|  | | | | |
| **Assessment and grading criteria** | | | | |
|  | | | | |
|  | | | | |
| **How the activity meets the requirements of the assessment and grading criteria** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Assessor signature |  | | Date |  |
|  | | | | |
| Assessor name |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Witness statement** | | | | | |
| Learner name | | |  | | |
|  | |  | | | |
| Qualification | | |  | | |
|  | |  | | | |
| Unit number and title | | |  | | |
|  | | | | | |
| Description of activity undertaken (please be as specific as possible) | | | | | |
|  | | | | | |
|  | | | | | |
| Assessment and grading criteria | | | | | |
|  | | | | | |
|  | | | | | |
| How the activity meets the requirements of the assessment and grading criteria,  including how and where the activity took place | | | | | |
|  | | | | | |
|  | | | | | |
| Witness name |  | | | Job role |  |
|  |  | | |  |  |
| Witness signature |  | | | Date |  |
|  |  | | |  |  |
|  |  | | |  |  |
| Assessor name |  | | |
|  |  | | |  |  |
| Assessor signature |  | | | Date |  |