**Requirements for Submission of Assessment Documentation to TSO**

**Re: Marking of Scripts**

* Scripts must be marked using a red pen.
* There must be ‘evidence’ on the script of the marking process, i.e. √, X, underscore, strikethrough, ? notes etc
* Total Marks (where relevant) and the grade awarded, should be entered on the top of the first page of the script.

**Assessment Sheets and Summary Assessment Sheets –**

* Learner’s names must be entered in alphabetical order (by surname), and must be consistent throughout. Learners who are absent from the assessment, or terminated from the course, should be included.
* Overwriting, Tipp-Ex etc is not permitted and all changes must be initialled by the assessor/verifier. Where there is not sufficient space to clearly change and initial an entry, the column/row should be cancelled by drawing a line through it and the date re-entered on a new column/row.

**Collation Scripts –**

* Scripts should be collated in alphabetical order (by surname), as per the Assessment sheet and Summary Assessment sheet, for each assessment.
* The scripts for each assessment should be collated together with all other documentation as issued relevant to the assessment – the ‘bundle’ should include the scripts, the Assessment Sheet, Summary Assessment Sheet if relevant, the Assessment Report & Sign In Sheet (form 5) and Assessment Incident Report (form 6) if applicable etc, Supervisors Instructions, Learner Instructions, Model Answers and the envelope in which the pack was issued. First sitting/attempt should be at the top of the ‘bundle’ with the second sitting/attempt collated in a similar manner underneath and continued for the third sitting/attempt etc.

**Coursework / Reflective Diaries / Portfolio etc (where relevant)**

* Each ‘script’ must include a front cover page clearly detailing the following as a minimum:
* Learner Name
* Assessment Code – e.g. 5N1794 ASG (not simply ASG)
* Assessment Title
* Word Count where relevant
* Each Coursework / Reflective Diary / Portfolio etc. listed as a stand alone assessment on the Assessment Notification Form (form 3), should be collated for submission as per scripts above.