**Documentation to be returned to Training Standards Office (Teresa Scanlon) within 2 weeks of Course End.**

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| **Form No.** | **Form Title** | **When** |
| **3** | Assessment Notification  (email to Teresa Scanlon – minimum of 5 working days). | Duration of course. |
| **4** | Learner Request for Assessment Support & Approval  (completed by learner & course tutor) | Submit to Teresa Scanlon with supporting evidence within 2 weeks of course start. |
| **5** | Assessment Report & Sign In Sheet  (to be completed by tutor for each assessment event) | Submit to Teresa Scanlon within 2 weeks of course end. |
| **6** | Assessment Incident Report (if applicable)  (completed by tutor) | Notify & submit to Teresa Scanlon once assessment is completed/corrected. |
| **8** | Internal Verification of Assessment Results (checklist)  (must be completed, signed by tutor) | Submit to Teresa Scanlon within 2 weeks of course end. |
| **9** | Internal Verification Report on the Conduct of the Assessment Process  (this will be carried out by a member of the Training Standards Office). | Submit to Teresa Scanlon within 2 weeks of course end. |
| **10** | Peer Review of Assessment Results  (this will be carried out by a Subject Matter Expert & Course Tutor). | Submit to Teresa Scanlon within 2 weeks of course end. |
| **11** | Learner Record of Receiving Feedback & Provisional Results  (must be signed by learner) | Submit to Teresa Scanlon within 2 weeks of course end. |
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|  | RCCRS F12 Generated Form  (results inputted on RCCRS by tutor) | Submit to Teresa Scanlon within 2 weeks of course end. |