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| TSQF ASSESSMENT DOCUMENTATION  qualifications.jpg | Assessor Check List |

**Initial Documentation Check**

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| **Present in the Portfolio** | **Yes / No** | **Comments** |
| Candidate Record Form |  |  |
| Assessment Plan (s)  (Assess 1) |  |  |
| Summary Assessment Matrices  (Assess 2) |  |  |
| Candidate Feedback Forms  (Assess 4) |  |  |
| Witness List |  |  |

**Secondary Documentation Check**

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| **Form** | **Yes** | **Comments** |
| **Assessment Plan (Assess 1)** | | |
| Have you signed & dated the plan when it was originally agreed? |  |  |
| Has the candidate signed & dated the plan when it was originally agreed? |  |  |
| Have you logged the Candidate Number on the plan? |  |  |
| Have you formally 'signed off' the plan once complete? (back page of plan) |  |  |
| **Summary Assessment Matrices** | | |
| Is the candidate/assessor/iv information complete? |  |  |
| Is the Authority box complete? |  |  |
| Are all assessment dates listed? |  |  |
| Are all evidence types listed (observations, witness testimony etc…) |  |  |
| Do assessment dates link into the assessment plan & candidate feedback report forms? |  |  |
| Have you signed & dated each matrix when complete? |  |  |

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| **Form** | **Yes** | **Comments** |
| **Candidate Feedback Report Forms (Assess 4)** | | |
| Is there a form present for each assessment carried out? |  |  |
| Have you signed & dated the form(s)? |  |  |
| Has the candidate signed & dated the form (s)? |  |  |
| Have you completed the Form Reference Section |  |  |
| Is it clear what evidence you have assessed? |  |  |
| Is it clear what still needs to be done and by when? |  |  |
| **Witness List** | | |
| Are all the witnesses listed? (used for observations, witness testimonies, questioning etc…) |  |  |
| Does it reflect the Summary Assessment Matrices? (observations, witness testimonies listed as evidence) |  |  |