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| TSQF INTERNAL VERIFICATION DOCUMENTATION | GUIDANCE NOTES |

**IV 01 – Sampling Report Form**

This document is completed every time the internal verifier conducts sampling (verification of assessor documentation & candidate portfolio). When a Basic Sample (BS) is show on the Sampling Plan (IV 03), there should be a Sampling Report Form to confirm that it has taken place.

An EV would expect to see at least 5 Sampling Report Forms for a Core Skills Portfolio, and at least 3 Sampling Report Forms for the Skills Specific Portfolios.

**Monitoring Assessor Performance *(IV 02, 02a, 02b)***

Internal Verifiers need to Monitor Assessor Performance at least twice a year. If you are carrying out your sampling on a regular basis and covering everything you should, you will be monitoring your assessor performance regularly as you will be reviewing how they have made their assessment decisions (what evidence have they used to form their judgement), ad will be reviewing the quality of the feedback being given to the candidate. To support these methods, you should carry out either a candidate interview, assessor interview or assessor observation. An EV does not expect to see interviews and / or observations for every portfolio submitted.

**IV 02 – Monitoring Assessor Performance – Observation**

To be used by the IV when observing the assessor either carrying out a desktop assessment or directly observing the assessor carrying out an observed assessment. This document contains a checklist that must be completed by the internal verifier plus a Summary document that details their findings.

**IV 02a – Monitoring Assessor Performance – Candidate Interview**

Ideally, this method should be used after a formal assessment(s) have taken place as the questions span the whole assessment process.

**IV 02b – Monitoring Assessor Performance – Assessor Interview**

This can be used at any time during the verification process, as it confirms the assessor's understanding of the assessment process.

**IV 03 – Sampling Plan**

This is used to show your External Verifiers how Internal Verifiers PLAN their sampling regime. Remember to show your basic sampling as well as when you intend to carry out assessor observations, candidate interviews & assessor interviews.