**Internal Verification Form | Assignment Brief**

The London Bridge College IV assignment brief should be completed to internally verify an assignment prior to being presented to learners.

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| **INTERNAL VERIFICATION – ASSIGNMENT BRIEF** | | | | | |
| **Programme title** |  | | | | |
| **Assessor** |  | **Internal Verifier** | |  | |
| **Unit Number and Name** |  | | | | |
| **Assignment title** |  | | | | |
| **Assessment criteria targeted by this assignment brief** |  | | | | |
| Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details.  *(Please answer the questions marked \* in the checklist only)* |  | | | | |
| Has this assignment been submitted to the Assignment Checking Service? *(If Yes, please keep a copy of the ACS feedback with this form)* | No | | | | |
| **INTERNAL VERIFIER CHECKLIST** | | | | | **Y/N** |
| Are the programme and unit details accurate? | | | | | **Yes** |
| \*Are clear deadlines for assessment given? | | | | | **Yes** |
| Is the time frame of an appropriate duration? | | | | | **Yes** |
| \*Is there a suitable vocational scenario or context? | | | | | **Yes** |
| Are the assessment criteria to be addressed stated accurately? | | | | | **Yes** |
| Does each task show which criteria are being addressed? | | | | | **Yes** |
| Do the tasks meet the assessment requirements of the unit/s? | | | | | **Yes** |
| Is it clear what evidence the learner needs to generate? | | | | | **Yes** |
| Is it likely to generate evidence that is valid and sufficient? | | | | | **Yes** |
| **Overall, is the Assignment fit for purpose?** | | **Yes** | Yes | **No** |  |
| *\*If ‘No’ is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before the brief is issued to learners.* | | | | | |

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| **Action required:**  *(If none then please state n/a)* | | **Date to be Completed** | | **Completed** |
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| **General Comments (if appropriate)** | | | | |
| **Assignment duration – the duration is two weeks; this is an appropriate time duration for the assignment.** | | | | |
| **Assignment Brief Authorised for Use** | | | | |
| **Internal Verifier signature** |  | **Date** |  | |
| **Assessor signature** |  | **Date** |  | |
| **Lead Internal Verifier signature** (if appropriate) |  | **Date** |  | |