For External Moderation

Send the documents by post or scan and email them

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|  | **Evidence** |
| Speaking | * Witness Statement (per course) |
| Listening | * Transcript / Audio recording * 2 Assessments (answer in English) |
| Dialogue | * Audio recording * List of recording order   (announce candidate’s name at the beginning of each recording)   * Tutor brief + Candidate brief |
| Declaration of  Authenticity | * Signed and dated by learner and tutor (per candidate) |
| Tutor Tracking  Document | * Complete fully (per course) * IM’s signature * IM’s Initials for sampled works * Tick for achievement |
| MS1 | * Complete fully (P for Pass / W for Withdrawn) * Signed and dated by tutor and IM |

* When recording the Dialogue, make sure the microphone is pointed at the candidate rather than the tutor.
* All assessment briefs should indicate whether use of dictionary is allowed or not.
* All assessments should have evidence of being checked by the tutor. Ideally, ticks for correct answers, tutor’s signature and ‘Pass’.