

For External Moderation

Send the documents by post or scan and email them

	Evidence
Speaking	<ul style="list-style-type: none">• Witness Statement (per course)
Listening	<ul style="list-style-type: none">• Transcript / Audio recording• 2 Assessments (answer in English)
Dialogue	<ul style="list-style-type: none">• Audio recording• List of recording order (announce candidate's name at the beginning of each recording)• Tutor brief + Candidate brief
Declaration of Authenticity	<ul style="list-style-type: none">• Signed and dated by learner and tutor (per candidate)
Tutor Tracking Document	<ul style="list-style-type: none">• Complete fully (per course)• IM's signature• IM's Initials for sampled works• Tick for achievement
MS1	<ul style="list-style-type: none">• Complete fully (P for Pass / W for Withdrawn)• Signed and dated by tutor and IM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'.