

Candidate					
Assessor					
Internal Moderator					
Course					
Date of Check					
Course start date:		Course end date:			
1	Has the candidate identity been checked and confirmed?	Yes	No		
2	Has the candidate used the portfolio index to ensure their evidence is presentable and easy to audit?	Yes	No		
3	Is there evidence of assessment planning including consideration of prior learning?	Yes	No		
4	Has the candidate completed and submitted the GLH declaration including supporting evidence to demonstrate learning and address GLH and total qualification time?	Yes	No		
5	Did the candidate apply for an extension?	Not Applicable	Yes	No	
6	Is the Signature Log complete?	Yes	No		
7	Have all expert witness forms been completed, verified and included in the portfolio?	Not Applicable	Yes	No	
8	Has all the evidence been submitted including all different versions of coursework, clearly referenced, dated and signed by the candidate?	Yes	No		
9	Have all forms including ilp and all versions of feedback reports been completed and submitted?	Yes	No		
10	Are all evidence record sheets completed, signed and dated?	Yes	No		
<b>Actions</b>					
Signature of Internal Moderator					