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| **ASSESSMENT RECORD SHEET**  |
| **Programme Title** |  | **Learner Name** |  |
| **Assignment Title** |  | **Assessor Name** |  |
| **Unit or Component Number and Title** |  | **Targeted Learning Aims/Assessment Criteria** |  |
| **First Submission** |
| **Deadline** |  | **Date Submitted** |  |
| **Has an extension to the deadline been approved by the Assessor due to extenuating circumstances?** |  |
| **Targeted criteria** | **Criteria achieved** | **Assessment comments** |
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| **General comments**  |
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| **Learner Declaration** | I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Learner signature** |  | **Date** |  |
| **Assessor declaration** | I certify that to the best of my knowledge the evidence submitted for this assignment is the learner’s own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Assessor signature** |  | **Date** |  |
| **Date of feedback to learner –** this must be within a timely period of the assessment taking place |  |
| **Resubmission authorisation** by Lead Internal Verifier**\*** |  | **Date** |  |
| \* All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:* The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
* The tutor considers that the learner will be able to provide improved evidence without further guidance.
* Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.

\*\*Any resubmission evidence **must** be submitted within 15 working days of learners receiving assessment feedback which must be within a timely period of the assessment taking place. |

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| **Resubmission** |
| **Deadline** |  | **Date submitted** |  |
| **Targeted criteria** | **Criteria achieved** | **Assessment comments** |
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| **General comments**  |
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| **Learner Declaration** | I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Learner signature** |  | **Date** |  |
| **Assessor declaration** | I certify that to the best of my knowledge the evidence submitted for this assignment is the learner’s own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Assessor signature** |  | **Date** |  |
| **Date of feedback to learner** |  |

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| **ASSESSMENT RECORD SHEET**  |
| **Programme Title** |  | **Learner Name** |  |
| **Assignment Title** |  | **Assessor Name** |  |
| **Unit or Component Number and Title** |  | **Targeted Learning Aims/Assessment Criteria** |  |
| **Retake**  |
| **Deadline** |  | **Date submitted** |  |
| **Targeted Pass criteria** | **Criteria achieved** | **Assessment comments** |
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| **General comments**  |
|  |
| **Learner Declaration** | I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Learner signature** |  | **Date** |  |
| **Assessor declaration** | I certify that to the best of my knowledge the evidence submitted for this assignment is the learner’s own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |
| **Assessor signature** |  | **Date** |  |
| **Date of feedback to learner** |  |