

Centre guidance for remote sampling

This academic year, all sampling will be completed remotely. You will be contacted by your allocated Standards Verifier (SV) in November 2020.

You will be sent the following forms to complete and return to the SV.

- Sampling Report Form
- Centre Declaration Form

The SV will need these before you send any samples. If you use your own tracking system, it is fine for you to send this. Both options will need to be password protected.

The SV will confirm what evidence they require and will provide a checklist for you. A date should be agreed upon for the samples to be sent. Please note, copies of papers must be sent and originals kept in the centre, Speaking, Listening and Communicating videos may be sent electronically.

Once the SV has looked at the samples provided, they will arrange a phone call / video call with you to have a discussion. During this conversation they will discuss the samples and any other business that would normally be discussed during a face to face visit.

Ways of communicating with the SV may include, but are not limited to, Zoom, Skype, Whatsapp, Microsoft Teams, telephone. You should agree between yourself and the SV which method is preferred.

The SV will send their completed report within 10 working days. If required, a postal sample may be requested. The process for postal sampling has not changed. Please note, all Legacy samples will be completed as a postal sample.

Your allocated SV is there to support you. Please let them know if you have any questions.