



Pearson

How to plan your year

I am ...

*Please choose from the list below
to find out more*



How to plan your year

Quality Nominee

Pre-Term 1

Check Approvals

Term 1

Prepare for QMR.
Agree date for visit. Complete and send off CED.

Monitor and ensure full coverage of quals by LIV (check OSCA)

Attend QN event

Term 2

Hold QMR visit?
Review and respond to QMR Outcomes

Attend QN event

Term 3

Review QMR Outcomes act on Recommendations and Actions

Post Term 3

How to plan your year

Lead Internal Verifier

Pre-Term 1

Check Assessment plans

Check assignment briefs for whole course

Register as LIV
Take OSCA?

Standardise team

Term 1

Check assignments progress against Assessment Plan

Sample IV decisions
Sign off resubmissions and/or retakes

Contact known SV's

Prepare early SV samples (assignment briefs etc)

Respond to SV Feedback

Term 2

Check assignments progress against Assessment Plan

Sample IV decisions
Sign off resubmissions and/or retakes

Organise SV process (visits/postal)

Respond to SV reports

Term 3

Check assignments progress against Assessment Plan

Sample IV decisions
Sign off resubmissions and/or retakes

Organise SV process (visits/postal)

Complete SV
Respond to SV reports

Post Term 3

Programme Review and Evaluation

Respond to SV reports

How to plan your year

Internal Verifier

Pre-Term 1

Internally verify
assignment briefs

Term 1

Sample and
Internally verify
assessment decisions

Term 2

Sample and
Internally verify
assessment decisions

Term 3

Sample and
Internally verify
assessment decisions

Post Term 3

How to plan your year

Assessors

Pre-Term 1

Write Assignment Briefs - use Assignment Checking Service

Familiarise specification content and prepare Unit Schemes of Work

Plan for entering learners for EA Unit/s

Attend training

Term 1

Induction: IA rules; plagiarism, deadlines, authenticity, referencing

Teach ALL Unit Specification content

Prepare learners for assessment

Assess and grade learner performance. Complete tracking sheet

Prepare learners for EA Unit/s

Term 2

Review Schemes of Work

Teach ALL Unit Specification content

Prepare learners for assessment

Assess and grade learner performance

Complete tracking sheet

Prepare learners for EA Unit/s

Enter learners for EA UNit/s

Term 3

Post Term 3

Attend updates and training

How to plan your year

Exams Officer

Pre-Term 1

Check Certs claimed against Certs received and tracking sheets

Check continuing learner registrations

Top-up, drop down and withdraw non-completers

Enquiries about Results (EAR)

Term 1

Term 2

Term 3

Claim Certificates

Post Term 3

Claim Certificates