

# Internal Verifier's Report Form



Approved Assessment Centre (AAC) Name: \_\_\_\_\_

AAC Identification No: \_\_\_\_\_ Centre Course Manager: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tutor/Assessor: \_\_\_\_\_

SL  CSL  HSL  BEL  DL  (Please Tick) Course Number: \_\_\_\_\_

Internal Verifier: \_\_\_\_\_ Dates of visit: \_\_\_\_\_

The Tutor/Assessor made fair and valid assessment decisions YES  NO

The assessment methods were suitable for the candidates to demonstrate knowledge and achievement YES  NO

20% or minimum of 3 candidates from the group were sampled YES  NO

A minimum of 2 internal verification visits/meetings were completed YES  NO

A minimum of one unit has been internally verified YES  NO

Were any appeals made by a candidate? (if yes, please provide details below) YES  NO

The location of candidate records and materials is secure YES  NO

All candidate evidence is relevant and authentic and determines whether they have met the required standards of the qualification YES  NO

Internal Assessment Plan has been completed YES  NO

Internal Verification Plan has been completed YES  NO

**Comments / Recommendations / Actions**

DECISION: The Tutor/Assessor maintains accurate and consistent standards of assessment in line with Sports Leaders UK requirements YES  NO

Signature of Internal Verifier: \_\_\_\_\_ Date : \_\_\_\_\_

**Please keep this form with the Internal Assessment Plan and Internal Verification Plan records at the centre.**  
For further information contact Sports Leaders UK, 23-25 Linford Forum, Rockingham Drive, Linford Wood, Milton Keynes MK14 6LY Tel: 01908 689 180 Fax: 01908 393 744 Web: [www.sportsleaders.org](http://www.sportsleaders.org) email: [enquiries@sportsleaders.org](mailto:enquiries@sportsleaders.org)