

Record of Meetings between Markers & Internal Moderator to standardise the understanding of unit grading

The format can also be used by Assessor and Verifiers for the Support Work In Schools qualifications

N.B. This form is not mandatory and Centres may devise their own form of recording or tracking.

Centre	
Centre Name:	
Centre/Site Number:	

Record of Meetings				
Date of meeting/discussion:				
Name of Qualification:				
Unit number:	Unit title:			
Submission Date:				
Name of Marker/Assessor:				
Name of Internal Moderator/Verifier:				
Issues raised following review of assignment/tasks and grading criteria/competence:				
Discussed with:	Subject specialist:	Yes/No	External Moderator/Verifier:	Yes/No
Scripts/Assessment given to Internal Moderator/Verifier Internal Moderation carried out and CACHE IMR completed			Date:	
Internal Moderator Report and evidence of meeting between marker and moderator/verifier sent to External Moderator/Verifier			Date:	
Confirmation of grades to candidates			Date:	



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