**Assessor/internal verifier Induction Checklist**

Please tick beside each item on the checklist to confirm that you have received the information and have understood it. You can find all related information in the HPP resources section.

|  |  |
| --- | --- |
| SQA’s Principles of Assessment |  |
| Qualification and assessment strategy requirements |  |
| Assessment procedures, practices and methods of assessment |  |
| Role of the staff team: LHP staff (Assessor), Practice Leads (Internal Verifier), Administrator, Centre Coordinator |  |
| Role of visiting SQA quality assurance personnel |  |
| Maintaining continuing professional development (CPD) |  |
| Content of candidate induction (and associated pack) |  |
| Internal verification procedures |  |
| Equal opportunities and access to assessment |  |
| Individual assessment arrangements |  |
| Malpractice (including ensuring candidate authenticity) |  |
| Complaints |  |
| Assessment Appeals |  |
| Conflict of Interest |  |
| Data management including General Data Protection Regulations (GDPR) |  |
| Secure storage and transport of assessment materials |  |
| Data retention:  a) Candidate evidence  b) Candidate, assessment and internal verification records |  |
| Access to HPP (log-in details, induction training on using HPP, access to resources) |  |

On completion young people’s certificates will be addressed to them and posted to your House Project Base. As these are addressed directly to the young person, they mut not be opened unless you have young peoples consent.

When all items have been covered, please sign and date below and pass it to your Practice Lead to sign and keep on file.

Your signature:

Practice Lead signature:

Date: