

**HAUC (UK) Assessment Comment Form**

This can be used to query up to 3 questions and answers and submitted to the Awarding Organisation for review and forwarding to HAUC (UK).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Centre/EQA/AO Name: |  | Centre Reference: (if applicable) | |  |
| Awarding Organisation Name: |  | | | |
| We may need to contact you for further clarification therefore please provide your contact details. | | | | |
| Name: |  | Contact Number: | |  |
|  | | | | |
| Test Title, Version, Unit Title, Number etc: |  | | | |
| Question Reference: |  | | | |
| Question content: | | | | |
| Please provide details of what the issue is and how you think it should be corrected. | | | | |
|  | | | | |
| Test Title, Version, Unit Title, Number etc: |  | | | |
| Question Reference: |  | | | |
| Question content: | | | | |
| Please provide details of what the issue is and how you think it should be corrected. | | | | |
|  | | | | |
| Test Title, Version, Unit Title, Number etc: |  | | | |
| Question Reference: |  | | | |
| Question content: | | | | |
| Please provide details of what the issue is and how you think it should be corrected. | | | | |
| **Please email this form when complete to:** [**assessment4@cityandguilds.com**](mailto:assessment4@cityandguilds.com) | | | | |
| **For Awarding Organisation Office Use only** | | | | |
| Awarding Organisation Officer Name: |  | EQA Feedback Required? | | Y/N |
| EQA Name:  (if applicable) |  | | | |
| Resolution to be discussed: | | | | |
| Date of next review meeting: |  | Date added to agenda: | |  |
| Agreed Resolution: | | | | |
| Forwarded to TAG/HAUC (UK) by: |  | Date Sent: | |  |
| **For TAG/HAUC (UK) Use only** | | | | |
| Mod Group Contact |  | Date Sent | |  |
| Is the agreed resolution accepted: Y/N | | | | |
| If no, please advise below what resolution should be: | | | | |
| **Checklist of information to be sent to Awarding Organisations: Tick**  This form with required resolution.  Communications to be sent to centres.  Amended Test Specification.  Amended Unit Specification (if applicable).  Amended Assessment Strategy (if applicable). | | | | |
| Sent to Awarding Organisations by: |  | | Date Sent: |  |