This form is to be used by IEPAs as a guide. Headings in bold should be referred to as a prompt only and must not be retained within feedback being issued customers.

End-point Assessment Recording/Feedback form

Please input the total score for each of the End Assessment tasks and record any comments that summarise your assessment decision. Your summary should include any feedback to be given to Apprentices who have failed to complete any assessment task.

|  |  |  |  |
| --- | --- | --- | --- |
| Centre name |  | Centre number |  |
| **Apprentice**  **name** |  | **Enrolment**  **number** |  |

|  |  |
| --- | --- |
| Task | Comments |
| **Portfolio** | **General comments (strengths and weaknesses of evidence presented)**  **Is most evidence sourced after the Gateway?**  **Is the evidence presented synoptically?**  **Is the evidence valid, authentic reliable, current and sufficient?**  **Have the required number of AC been evidenced (Level 2 - 22 of 27 AC: Level 3 24 of 30 AC; Level 4 28 of 35 AC) including 1 AC per competency)?**  **Please list any AC that are not evidenced by the portfolio**  **Please list any AC that are only partially evidenced by the portfolio** |
| **Reflective discussion** | **General comments (strengths and weaknesses)**  **Have any gaps in evidencing the grading criteria been addressed? (if no, please detail any remaining gaps)** |
| **Overall grade** | ✓**Pass**  🞎**Distinction**  🞎**Fail**  **Rationale:** |

I confirm by awarding a pass or distinction that the apprentice has achieved all the requirements of this end-point assessment as specified by the grading criteria. For an apprentice who has received a fail the minimum requirements have not been met.

|  |  |  |  |
| --- | --- | --- | --- |
| **End Assessor** | Name & Signature | **Date** | DD/MM/YY |