FEEDBACK from quality checks of centre assessed components EMAIL

Dear [*insert centre contact name*]

Subject: City and Guilds Technical qualifications centre assessed component feedback

Following my quality checks on [*insert full name of qualification(s) and unit number with assessment ID*], I have the following feedback:

The grades **have** / **have not** [*delete as appropriate*] been approved

**Feedback on administration** [*Moderator to describe where there is a clerical error*]

**Feedback on assessment** [*Moderator to give examples of aspects of the required evidence which was missing or contradictory*]

**ACTION**

No further sample required – submit centre grades

Follow feedback guidance and resubmit all learner grades for unit/s [ ]

Submit evidence for an additional [ ] candidates for the current unit

Submit additional sample of [*number of sample*] for unit [ ]

Follow feedback on administration and resubmit documents stated above

[*delete actions which are not applicable*]

If you have any queries, please do not hesitate to contact me.

Kind regards

[*insert name and contact details*]

FEEDBACK from **additional** quality checks of centre assessed components EMAIL

Dear [*insert centre contact name*]

Subject: City and Guilds Technical qualifications - additional verification of centre assessed components

Following additional quality checks on [*insert full name of qualification(s) and unit number with assessment ID*], I can confirm that no further action is required.

Please  ensure that you upload candidate outcomes for all other centre-assessed components by June 15th.

Kind regards

*[insert name and contact details]*