**Internal Verification**

**Assignment Brief**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme Title:** | | Pearson BTEC Level 3 National Extended Diploma in Computing | | | | | | | |
| **Assessor Name:** | | Enter Name of Assessor | | | | | | | |
| **Internal Verifier Name:** | | Enter Name of IV | | | | | | | |
| **Unit or Component Number and Title:** | | 23 – Unit 23 Systems Methodology | | | | | | | |
| **Assignment title:** | | Assignment 2- Unit 23 - (2023-24) - Bristol hair and beauty booking system | | | | | | | |
| **Assessment criteria targeted by this assignment brief:** | | P3 ,  P4 ,  P5 ,  M2 ,  M3 ,  D2 ,  D3 , | | | | | | | |
| **Is this an Authorised Assignment Brief published by Pearson? If so, has it been amended by the Assessor in any way? Please give details.**  *(If using the Authorised Assignment Brief ‘off the shelf’ with no amendments, please answer the question marked \* in the checklist only)* | |  | | | | | | | |
| **INTERNAL VERIFIER CHECKLIST** | | | | | | **Y/N** | | | |
| Are the programme and unit details accurate? | | | | | | **Y** | | | |
| \*Are clear deadlines for assessment given? | | | | | | **Y** | | | |
| Is the time frame of an appropriate duration? | | | | | | **Y** | | | |
| Is there a suitable vocational scenario or context? | | | | | | **Y** | | | |
| Are the assessment criteria to be addressed stated accurately? | | | | | | **Y** | | | |
| Does each task show which criteria are being addressed? | | | | | | **Y** | | | |
| Do the tasks meet the assessment requirements of the unit/s? | | | | | | **Y** | | | |
| Is it clear what evidence the learner needs to generate? | | | | | | **Y** | | | |
| Is it likely to generate evidence that is valid and sufficient? | | | | | | **Y** | | | |
| **Overall, is the Assignment fit for purpose?** | | | **Yes** | X | | **No**\*\* | | |  |
| *\*\*If ‘No’ is recorded the Internal Verifier must recommend actions detailing the issues to be addressed. The Assessor and the Internal Verifier must then confirm that the action has been undertaken and that the Assignment Brief is authorised for use before being issued to learners.* | | | | | | | | | |
| **Action required:**  *(If none then please state n/a)* | | | | | **Target Date for Completion** | | | **Date Action Completed** | |
|  | | | | |  | | |  | |
|  | | | | |  | | |  | |
| **General Comments** (if appropriate) | | | | | | | | | |
|  | | | | | | | | | |
| **Assignment Brief Authorised for Use:** | | | | | | | | | |
| **Internal Verifier signature** | Enter.Name@cityofbristol.ac.uk | | | | **Date** | | Sep 04, 2023 | | |
| **Assessor signature** | Enter.Name@cityofbristol.ac.uk | | | | **Date** | | Sep 04, 2023 | | |
| **Lead Internal Verifier signature**  (If appropriate) |  | | | | **Date** | |  | | |
| Electronic signatures are acceptable on all assessment and internal verification documentation if there is an audit trail to support its authenticity. This includes a scanned signature or the individual's centre based email address. A font style is not accepted. Please see the Centre Guide to Internal Verification for further details. | | | | | | | | | |