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## Details of Assessment of VTCT Courses

### Internal Assessment

Assessment is set, marked and internally quality assured by aUK to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

### External Assessment

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

### Assessment Explained

VTCT qualifications are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements.

aUK will have an internal quality assurer, whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit aUK to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

Any record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases aUK will be required to keep it in a secure place. You and your course assessor will together complete the book to show achievement of all learning outcomes, assessment criteria and ranges.