

## VRQ in Counselling

Specification title: ..... Unit code(s): VC...../VC...../VC...../VC.....

Centre name: ..... Centre no: 

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### Authentication of candidates' work

This is to certify that marks have been awarded in accordance with the requirements of the specification and that every reasonable step has been taken to ensure that the work presented is that of the candidates named. Any assistance given to candidates beyond that given to the group as a whole and beyond that described in the specification has been recorded on the Candidate Record Form(s) and has been taken into account. The marks given reflect accurately the unaided achievement of the candidates.

*Signature(s) of tutor(s) responsible for assessment (please print name below signature)*

Date: .....

Tutor 1: .....

Tutor 4: .....

Name : .....

Name : .....

Tutor 2: .....

Tutor 5: .....

Name : .....

Name : .....

Tutor 3: .....

Tutor 6: .....

Name : .....

Name : .....

*(continue overleaf if necessary)*

### Internal standardisation of marking

Each centre must standardise the assessments across different tutors and tutor groups to ensure that all candidates in the centre have been judged against the same standards. If two or more tutors are involved in marking, one of them must be designated as responsible for standardising the assessments of all tutors at the centre.

The tutor responsible for ensuring standardisation must sign declaration (a).

If all the work has been marked by the same person, that person must sign declaration (b).

I confirm that *[please tick either (a) or (b)]*

(a) the procedure described in the specification has been followed at this centre to ensure that the assessments are of the same standard for all candidates; or

(b) I have marked the work of all candidates.

Signed: ..... Name: ..... Date: .....

Signature of Head of Centre: ..... Date: .....

*This form should be completed and sent to the External Verifier*