

<b>KEY SKILLS PKS3</b>	
<b><i>INTERNAL PORTFOLIO MODERATION FEEDBACK FORM</i></b>	
Centre Number	Centre Name
Date of Internal Moderation	
Quality Nominee	Email
Internal Standards Moderator(s)	
Internal Assessor(s)	

**This report is produced separately for each key skills subject at each level at each moderation. It is to be completed for every internal moderation and retained by the centre for audit purposes.**

Key Skills Subject	Level

**PART A : SUMMARY JUDGEMENTS**

Was there sufficient candidate evidence provided to enable a judgement to be made about the assessment decisions?
From the portfolio evidence seen, is the assessment accurate and consistent with agreed national standards?
<b>Have the portfolios been assessed according to the correct standards?</b>

This report is available electronically on [www.edexcel.com](http://www.edexcel.com)  
**Because of the security implications, it is extremely important that no claims for certification are made without the “clearance” of the Quality Nominee.**

## Part B – Checklist

Did the portfolios:	Internal Moderator
Include completed assessment records?	
Show assessment has been carried out in stages to give candidates time to do further work where appropriate?	
Include clear cross-referencing between the records and the evidence?	
Include feedback from the assessor to the candidate, matched against each assessment criterion?	
Include assignment brief, task sheet or sufficient details about each task so that the evidence's fitness for purpose could be established?	
Include appropriate evidence of supplementary questions? (if wider key skills)	
Include validated witness statements, as appropriate?	
Include evidence of candidate ownership?	

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### Part C : Feedback Details

Standards achieved by candidates
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Assessment
Misinterpretation
Additional Comments
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**Part D : Action Plan**

Further Action Required	
Date for completion of action	

Action		Status
1		
2		
3		
4		
5		
6		

Internal Standards Moderator	Date

DECLARATION	
<p><b>I confirm that the internal moderation and standardisation of Key Skills has been managed to the standards required to maintain the integrity of the Key Skills qualifications. I confirm that I have witnessed the evidence to support this declaration and that records will be retained to provide an audit trail.</b></p>	
Quality Nominee	Date

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