

In order to prepare for the EV visit, RTPs must ensure the following requirements are available:

- Full access to all candidates' portfolios, including previous semesters / stages. In case the candidates' portfolios are stored electronically, the RTP must arrange access for the EV to all e-portfolios and IV folder.
- Full access to course materials (lectures, presentations & activities).
- Full access to candidates' attendance register.
- The Internal Verifier at the RTP must be available during the EV visit to explain the delivery and IV strategy and any other clarification required.

IV Folder must include:

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| <input type="checkbox"/> | Copy of the endorsed NQA qualification specifications, with the names and codes of the units selected for certification. |
| <input type="checkbox"/> | Claimed candidate list |
| <input type="checkbox"/> | IV Sampling plan including all candidates, units, assessors and IV. The IV plan must also include planned and actual formative and summative IV activities |
| <input type="checkbox"/> | Trainer, Assessor and IV approvals from NQA and evidence of CPD records |
| <input type="checkbox"/> | List of Assessors and IVs with their assigned candidates |
| <input type="checkbox"/> | IV reports (signed and dated by assessors and IV) |
| <input type="checkbox"/> | MoM records of standardization activities |
| <input type="checkbox"/> | Copy of the previous Formative or Summative EV report and action plans (if applicable) |

Candidates' portfolio of evidence must include:

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| <input type="checkbox"/> | Copy of student Emirates ID |
| <input type="checkbox"/> | Evidence of compliance to entry requirements of the qualification being EVed |
| <input type="checkbox"/> | Accurate portfolio matrix of evidence to indicate evidence type and location for all PCs |
| <input type="checkbox"/> | Evidence of planned and actual assessments |
| <input type="checkbox"/> | Assessment brief must be available (soft or hard copy) |
| <input type="checkbox"/> | Assessor feedback to candidates including assessment decisions to sign off units |

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| Discipline: | Qualifications | Revision: | Page 1 of 1 |
| Policy: | External Verification Approval Policy | Form: | Q_QMPLCY006-A |
| Policy Number: | ACTVET_L3_Q_QMPLCY006 | Revision Date: | 1-March -2020 |