



ABC

Important Message to Centres

Will centres, when registering candidates for a RESIT please use a separate entry form and not include them with the current batch they are registering. Thank you.

Vivien A Dickson
25.05.06

Completion & Signature of MS1 Final Result Sheet Forms

There has been some confusion on completion of this form and I would therefore ask you please to just check below to ensure the correct procedures are being followed.

The Accredited Centre receives the MS1 and completes the second column 'Techniques of a Reflexology Treatment'. Please note that this heading encompasses three assessed Clinic Sessions, the Client Studies and Case Studies. Therefore, only if a student has met the criteria on all three of these areas the letter 'P' is inserted in this column against their name.

If they have not, for example they have not completed all client or case studies, then no entry is made, ie it is left blank.

This form is then signed by the Moderator. If it relates to a cohort which is not being moderated, the form is sent to the Moderator for signing and they forward it on to ABC.

Upon receipt of the form Vivien Dickson, ABC, will issue the certificates and raise a new form for all students with a blank in this column and return it to the Accredited Centre for completion as and when the student fully meets the criteria. Once completed a signature must once again be obtained from the Moderator, who will then forward it to ABC.

Where possible, will Moderators please check the paperwork prior to signing to ensure it has been correctly completed before forwarding to ABC.

Many thanks,
Denise Hill, Lead Moderator
25.05.06