

Information for Tutors and Assessors

As a Tutor or an Assessor responsible for the delivery and/or assessment of ABC qualifications we understand the support and guidance you require to ensure your learners receive a positive learning experience and achieve their potential.

The documents on this page will assist you in your role.

Internal Assessment

- [3400 IA1 Observation-Oral Questioning-Template \(2\)](#)
- [Professional Discussion Template](#)
- [Witness Statement Template](#)
- [Assessment Action Plan Template](#)
- [Learner Achievement Summary Template](#)
- [Declaration of Authenticity v1.1](#)

Moderation

- [Internal Moderation Sampling Plan Template](#)
- [Internal Moderation Sampling Report Template](#)
- [Centre Moderation Checklist](#)
- [Internal Moderator Assessor Performance Report-Template](#)

Examination and Assessment

- [Instruction for the Conduct of Examinations and Other External Assessment](#)
- [Application for Reasonable Adjustments](#)
- [Reasonable Adjustments Approved by Centre](#)
- [Application for Special Consideration](#)
- [Reasonable Adjustment Permissions Table](#)
- [Centre Reasonable Adjustment Confirmation](#)
- [Notification of Suspected Malpractice](#)

General

- [Request to Change Learner Details](#)
- [Whistle-blower Report Form](#)
- [Notification of suspected Malpractice](#)
- [FAB Guide on the Application of RA and Special Consideration in Vocational Qualifications](#)

Read our [policies and procedures](#) for more information