**Standardisation Planning Form**

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| **Qualification** |  |
| **Theme** |  |
| **Date of meeting** |  |
| **Location of meeting** |  |

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| **What aspect of the qualification are you standardising?(**i.e decisions, feedback quality, administration, delivery etc) |
| *Example: quality and quantity of feedback given by assessors*  |
| **Why are you standardising this?** (brief rationale) |
| *Example: there is a wide variation in quantity and quality of feedback given to learners by assessors in the team. It’s important that we standardise this to ensure that all learners get the same levels of support but also to ensure we are not leading the learners and this could be malpractice.* |
| **How are you going run this activity?** |
| *Example: Ask each team member to bring three pieces of feedback to the meeting to discuss with the whole team. Provide an outline to the team about giving feedback in a way that is supportive, developmental yet does not lead the learner. Feedback should be clear, concise, say what has been done, what hasn’t been done, and what needs to be done, but not how they should do it. Include the use of command verbs to assist with creating feedback.* *Put the team in pairs and ask them to discuss and critique each others’ feedback (developmentally) and then ask them to help each other rewrite the feedback. Discuss as a group and IQA to give feedback and advise as required.* |
| **What will you need to do after this standardisation?** |
| *Example: review the assessors’ feedback as part of sampling and provide further feedback to them to ensure they are meeting the standard outlined in the meeting.* |
| **What records will you keep regarding this standardisation?** |
| *Example: meeting will be minuted, before and after examples will be kept for information. Records for sampling will also link to this record.* |

Standardisation meeting template

1. Welcome
2. Updates on qualifications
3. Feedback from moderator/marker/QM
4. Overview of issues and good practice identified in sampling by IQA
5. Standardisation activity
6. Review of learner progress, completion rates and timescales
7. Review of learner feedback
8. Issues and good practice identified by assessors
9. Conflicts of interest
10. Any other business
11. Date of next standardisation meeting

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| **Attendees** | **Apologies (ensure these team members are standardised)** |
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| **Minutes** | **Action points** | **Name**  | **deadline** |
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