IV/IQA Signing off a unit

To sign off a unit go to the "Unit status, matrix & signoff" tab located in "Verify"

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Select a unit to sign off then select the arrow "View progress and sign off".

You will see the matrix showing all evidence loaded and the criteria those pieces of evidence met.

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Scroll down and enter your feedback and evidence rating. If you have not verified any work for that unit tick the declaration "Unit not sampled". This will update the sampling plan accordingly. Ensure you tick the final declaration "I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification".

Internal verifie	r feedback						
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You then have two options:

"Save and write assessor feedback report". Selecting this will take you to the "Internal verifier assessor feedback reports" tab where you can complete an assessor report.

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Internal verifier feedback reports	nal verifier sampling		
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▼ Report details Report Name			
Date 30/01/2018			
✓ Internal verifier Review of assessor			

Or: select "save and go to sampling plan" which will do exactly that and you will see the units sign off, and if you ticked "not sampled" the unit will be highlighted blue.

g Rationale
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