

External Verification Submission Procedure for Centres

This procedure is for centres that assess their own learners work which contributes wholly or partly towards the award of an RSPH qualification.

1. A centre must register all of its learners for a qualification that is centre-assessed as soon as possible after the learner starts a course and **before** any centre-assessed learner work is submitted for external verification.
2. The centre will be sent candidate numbers for all learners registered on the qualification by RSPH.
3. Once the centre has completed its marking of the centre-assessed learner work, and the assessment decisions have been internally verified, the centre should complete the *Centre-Assessed Learner Submission* form and submit this to RSPH.
4. RSPH will choose an External Verifier for the centre and forward the submission form to the chosen EV.
5. The EV will contact the centre and request the sample of assessed work for external verification.
6. Upon receipt of the centre-assessed learner work, the EV will sample the work and complete a report. Copies of the report will be sent to the centre and RSPH.
7. Hopefully, the EV will have agreed with the centre's assessment decisions. But if not the report will detail the actions the centre should take before certificates can be released for the successful learners.
8. The EV will return the centre-assessed learner work to the centre.
9. The centre should retain representative samples of assessed learner work for a period of three years.