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**Centre-Assessed Learner Submission Form**

This form is to be used by centres to inform RSPH of centre-assessed learner work, such as portfolios of evidence and work-books, that is available for External Verification. Centres should note that certificates can only be issued to learners if their name and candidate number appears on the list below and their assessed work has been made available for external verification.

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| --- | --- | --- | --- |
| **Centre Name** |  | **Centre Number** |  |
| **Qualification Title** |  |
| Cohort Number |  | No. of learners registered with RSPH on this cohort |  | No. of learners submitting at this time |  | Is this the first submission of this learner work? | Yes 🞎 No 🞎 |
| Centre Details |  | Tel. No |  | Email |  | Contact Name |  |

Following submission of this completed form to RSPH the centre will be contacted by their designated External Verifier who will confirm the details of learner work to be submitted for external verification.

**For RSPH Use Only**

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| **Date form received** |  | **Centre and learner details checked by** |  | **Date form sent to EV** |  | **EV Name** |  |

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| **Learner Name** | **Candidate Number1** | **Units Taken2** | **Assessor** | **Assessment Decision3** |
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1. Learners must be registered with RSPH to obtain a candidate number. All learners must be registered before their assessed work can be submitted for external verification.
2. For single-unit qualifications this column will remain blank.
3. Please indicate clearly in this column if this is a revised assessment decision following feedback from the External Verifier (only applicable if this is a resubmission of assessed learner work).

This form should be submitted to examinations@rsph.org.uk