

# Assignment Assessment Form

iUCO44 – Contribute to the effective running of business

## Instructions:

- Assessors must use this form to evaluate learners' submitted evidence, which may be a combination of some or all of the types listed below. Please indicate with a ✓ which source of information was submitted and accepted, and indicate with an × evidence submitted but not accepted.
- Learners may re-submit evidence for further evaluation at any stage of their course in order to achieve success.
- When all evidence has been submitted and accepted assessors must place a ✓ in the assignment completed box. This indicates a pass mark.
- The form must be placed with the project evidence for ITEC external verification purposes.

	Written Report	Chart	Diagram	Graph	Other Pictorial Presentation	Date Accepted
Methods of communication						
Problem resolution techniques						
Resource management						
Record keeping						
Health, safety and hygiene regulations						
Teamwork						
Development targets and productivity						
Legal obligations of working with clients, colleagues and others						
Assignment Completed					Pass	

**Learner name:** \_\_\_\_\_

**Learner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Lecturer/assessor name:** \_\_\_\_\_

**Lecturer/assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Quality assured by name:** \_\_\_\_\_

**Quality assured by signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**External examiner/verifier name:** \_\_\_\_\_

**External examiner/verifier signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(if sampled)

## Document History

Version	Issue Date	Changes	Role
v1	30/09/2019	First published	Qualifications Administrator