

## Certificate and Diploma

Submission cover sheet

This is an interactive pdf, you should enter your details on-screen using the drop-down menus and print off your completed form. This cover sheet is to be used to accompany the work submitted for a single candidate for one of the following schemes as part of the CLAiT International Certificate and Diploma. Please select from the drop-down menus appropriate to the candidate's work being submitted.

**Centre number:**

**Claim number:**

**Please complete in block letters**

**Candidate's surname or family name:**

**Candidate's first forename:**

**Candidate's second forename (if any):**

**Candidate's date of birth:**

### Assessment Record

The Centre Assessor must complete the following boxes to indicate which unit type and number is enclosed and has been awarded. Under no circumstances should a unit be submitted unless the centre assessor is satisfied that all the criteria for a unit awarded have been met.

Level of qualification completed	Level 1 (04636)	Level 2 (04637)	Level 3 (04638)	
Assessor initials	Evidence submitted	Submission Paper or electronic	Outcome Pass or fail	Sampled Partially (P) or Full (F)
<b>Unit 1</b>			<input type="text"/>	<input type="text"/>
<b>Unit 2</b>			<input type="text"/>	<input type="text"/>
<b>Unit 3</b>			<input type="text"/>	<input type="text"/>
<b>Unit 4</b>			<input type="text"/>	<input type="text"/>
<b>Unit 5</b>			<input type="text"/>	<input type="text"/>
<b>Unit 6</b>			<input type="text"/>	<input type="text"/>
<b>Unit 7</b>			<input type="text"/>	<input type="text"/>
<b>Unit 8</b>			<input type="text"/>	<input type="text"/>

I/we confirm that all of the enclosed evidence was produced unaided by the above candidate under assessment conditions.

**Name of Centre Assessor**

**Name of Examiner-moderator**

## **CLAiT International**

**This form is used to submit evidence for a single candidate. Multiple units may be submitted using one form.**

All tutors or centre assessors must ensure that they have a copy of the Tutor's Handbook for the appropriate scheme, which gives detailed guidance on the running of the qualification and the assessment of candidates' work.

### **Completion of the Submission Cover Sheet**

The centre must enter the centre and candidate details, indicating in the boxes provided which units has been enclosed.

### **Submission for certification**

**Tutors/centre assessors must not discuss expected results with candidates until the results have been officially issued by OCR.**