

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)
Unit 1			
Unit 2			
Unit 3			
Unit 4			
Unit 5			
Unit 6			
Unit 7			
Unit 8			

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.