

**Apprentice End Point Assessment Non-Completion Annual Report Form**

**Guidance**

This form should be completed only by Independent Assessors appointed to apprenticeship courses where the end point of assessment is carried out in the Progression and Award Board.

Independent Assessors should identify the apprentices who have not met the gateway and apprenticeship standard, including the reasons why. The apprentice(s) identified will be considered by the Progression and Award Board to determine recommended referral arrangements in line with the University’s regulations. This form will also be used as feedback to apprentices to support cases of resit or appeal.

The Independent Assessor should send this form to their Primary Contact in advance of the Progression and Award Board they are attending.

**Independent Assessor Details**

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| --- | --- |
| **Name:** |  |
| **Date completing report:** |  |
| **School in which examining:** |  |
| **Course Title:** |  |
| **Associated collaborative partners:** |  |

**Apprentice details**

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| --- | --- | --- |
| **Apprentice Name** | **Apprenticeship Standard** | **Reason for non-completion** |
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