

WITNESS AUTHORITY

Please read the guidance notes overleaf.

Witness Details

Name:

Address

Company:

Position/Post:

Tel No:

Brief details of qualifications and experience that may be relevant to this activity:

Signature:

Date:

Candidate Details

Name:

Address:

Company:

Tel No:

Module for which witness testimony is being proposed

Module Title:

Module Number:

Specific outcomes/performance criteria claimed:

Signature:

Date:

Authorisation

(For COLU use only)

Authorised by:

Signature:

Date:

Note:

This completed form should be sent to COLU **before** the student completes the relevant sections of the module, in order that the witness can be authorised to act in this capacity.

The authorised document will then be returned for attachment to the candidate's UAR.

Notes

The purpose of this document is to give authority to a suitably qualified and experienced person to act as a witness for a candidate undertaking an assessed course of study. A witness acting in this capacity is standing as guarantor that the performance criteria claimed by the candidate have been fully satisfied.

In order to act as a witness several points should be noted:

1. The candidate should brief the witness on the activities concerned and provide a copy of the relevant standards. (The performance criteria are listed on the candidate's Unit Assessment Record – UAR.)
2. The witness should liaise with the candidate's tutor/assessor regarding the extent of their role.
3. The function of the witness is to verify and report that the candidate has completed the activities in accordance with the prescribed standards.
4. The witness must personally vouch for the authenticity of the evidence and is not at liberty to accept the statement of a third party.
5. The witness must complete the relevant section of the UAR or a copy of it.
6. Any tangible evidence generated should be passed to the tutorial centre and retained by them for verification purposes.
7. The candidate and witness should not be related.
8. When the candidate's results are sent to COLU, copies of all relevant documentation should be included, i.e. Witness Authorisation, UAR and secondary copy of UAR where applicable.

If any assistance is required in this matter, please contact the candidate's regular tutor/assessor, the centre through which the candidate is working, or COLU at the following address:

Student Administration
COLU
School of Science and Technology
University of Teesside
Middlesbrough
Tees Valley
TS1 3BA

Tel: 01642 342740
Fax: 01642 342743