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| **INTERVIEW ON ASSESSMENT ITEMS PROCEDURE** | **LOGO_Square.jpg** |
| Appendix 5 – Script for Course Co-ordinator to Seek Consent to Record an Interview |

Hello <Student name>

As part of the University’s quality assurance processes, you have been selected to undertake an interview on <assessment item name>.

As part of the process, with your consent, we will record my questions and your answers.

Do you agree to this Interview being recorded – Yes/No?

If Yes – A copy of the recording will be retained as per the University’s Records Governance Policy and may be provided upon request.

If No – I will need to take notes to support this Interview and these notes will be retained as per the University’s Records Governance Policy. You will have an opportunity to review my notes at the end of this interview and I will ask you to sign them to verify their accuracy.