



## **Guidance for the use of the new Lexcel assessment reporting forms**

Please find attached a new blank Lexcel Assessment reporting form together with a completed example. These forms must be used when undertaking an assessment in relation to Lexcel 2004.

### **Lexcel Assessment Report**

The Lexcel Office would like to draw your attention some important changes to the Lexcel Assessment Report form:

#### **Page One – Assessors Declaration & Internal Verification**

The assessor must either sign the report or if they wish to e-mail the assessment report directly to the Lexcel Office they may tick the box to confirm the assessor declaration. The Lexcel Office no longer requires the assessment report to be internally verified. However it is considered good practice for assessment bodies to internally verify assessment reports and assessors should confirm with the assessment body whether or not internal verification is applicable to them.

#### **Page One – Enclosures**

The Lexcel Office requires documentation in relation to assessments to be retained by the assessor for a period of 12 months.

#### **Page Three – Assessment Statistics**

Although you must still assess each office it is no longer necessary to complete separate Lexcel assessment report forms for each office. Accordingly the figures given should be in relation to the entire practice.

#### **Page Four to Seven – General**

It is now compulsory to complete either the Area for Improvement or Good Practice in **addition** to any non-compliances that you record.

#### **Page Eight – Assessment Summary**

It is compulsory for you to give an overview of the assessment in this section.

## **Page Eight – Practices Signature**

If you are able to obtain the practices signature at the conclusion of the assessment we are happy for you to do so. However it is no longer compulsory for you to do so.

## **General**

Please note that the assessment report will be returned to the assessor if it is incomplete in any way.