# Annex 1 - Head of Centre declaration

I as the Head of Centre, declare that my Centre’s Grades were determined in accordance with guidance received, and as described below:

|  |  |
| --- | --- |
|  | Please complete |
| Centre name |  |
| Head of Centre name |  |
| Date |  |
| Signature |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Subject | QAN | Method used[[1]](#footnote-1) (sufficient evidence for TAGs) | In line with TLM requirements[[2]](#footnote-2) | Consistent approach adopted[[3]](#footnote-3) | Additional controls[[4]](#footnote-4) (detail below) | Special considerations where necessary | Reasonable adjustments where necessary | High-level checked | Any issues |
|  |  |  |  |  |  |  |  |  |  |

1. *This is the method used to determine any TAGs, and confirmation that the evidence used is sufficient to make appropriate determinations.* [↑](#footnote-ref-1)
2. *As set out in TLM’s published material and all guidance provided to you.* [↑](#footnote-ref-2)
3. *Confirmation that the same approach to grade determination has been used for a particular cohort.* [↑](#footnote-ref-3)
4. *Necessary where Conflicts of Interest might have occurred for example.* [↑](#footnote-ref-4)