



Quality Assuring Internal Assessment: a partnership between SQA and colleges

For **new** National Qualifications:

- ◆ 2014–15: National 1 to Higher
- ◆ 2015–16: National 1 to Advanced Higher

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1: Introduction

This agreement sets out how you will work in partnership with SQA to ensure that adequate resource is in place for verifying internal assessment of National Qualifications, and what we require from your Nominees.

It also describes what SQA will do to train your Nominees.

The partnership agreement is divided into these sections:

Colleges: what you commit to

This section explains what you are required to do in your role as a college in the internal assessment partnership agreement.

SQA: what we commit to

This section explains what we, SQA, are required to do in our role as national awarding body in the internal assessment partnership agreement.

Nominee Agreement

You should share the information in this section with your prospective Nominees. Everyone you have nominated needs to have read, understood and agreed to this Nominee Agreement first.

Nominee profile and selection criteria (appendix 1)

You should use the information in this appendix when deciding who to nominate from your college. It gives details about the role of the Nominee, and lists the criteria that your nominations should meet. Referring carefully to this section will ensure that the individuals you nominate are suitably skilled and competent.

Team Leader Profile and selection criteria (appendix 2)

You should use information in this section when deciding which of your Nominees to put forward as Team Leaders (Appointees of SQA). It gives details about the role of the Team Leaders and lists the criteria that they should meet. Referring carefully to this section will ensure that the Team Leaders you nominate are suitably skilled and competent.

Nominee Summary (appendix 3)

We have created this summary grid for you, highlighting the commitments and requirements of Nominees, and the role they will play in the internal assessment partnership. This grid is intended for your use when sharing information with colleagues and Head Teachers.

2: What you commit to

As a college delivering National Qualifications in Scotland, you will:

- ♦ Refer to the *Nominee Selection Criteria* when deciding who to nominate from your college.
- ♦ Consider the most suitable representatives from your college and nominate only those you believe will offer a valuable and effective contribution.
- ♦ Ensure that your Nominees understand and agree to the *Nominee Agreement* before you submit nominations to SQA.
- ♦ Provide SQA with all the nominations required from your college. Or, where you are unable to provide the full number required, work with other colleges to share information and resources. This will ensure that all colleges are supported to build knowledge and understanding of internal assessment requirements.
- ♦ Allow your Nominees to be released from their workplace for a maximum of two college days per academic year to attend training sessions. These two days **do not include travel time**. Please note SQA will endeavour to use Nominees' own personal time, rather than college days (ie employer time), for training sessions where possible.
- ♦ Allow your Nominees to be released from their workplace for a maximum of five college days per academic year to attend internal assessment verification events for SQA. These five days **do not include travel time**.
- ♦ Use the *Team Leader Selection Criteria* to identify the Nominees you are putting forward as Team Leaders. Team Leaders will become Appointees of SQA.
- ♦ Allow your Team Leaders to be released from their workplace for a maximum of three college days in year one to attend training sessions. These three days **do not include travel time**. Please note SQA will endeavour to use Team Leaders' own personal time, rather than college days (ie employer time), for training sessions where possible.
- ♦ Allow your Team Leaders to be released from their workplace for a maximum of five college days per academic year to undertake verification activities for SQA. These five days **do not include travel time**.
- ♦ Provide substitute nominations, where applicable. If SQA stops using the services of a Nominee (whether through the choice of the Nominee, SQA or the college) a substitute will be needed to fill their position.

3: What we commit to

As the awarding body responsible for Scotland's National Qualifications, SQA will:

- ◆ Request an adequate number of Nominees from your college, to ensure that there is enough resource in place to:
 - quality-assure internal assessment of National Qualifications
 - share knowledge of best practice and national standards with colleagues
- ◆ Provide the relevant Nominees with guidance and training that will suitably equip them to be able to verify internal assessments.
- ◆ Provide all Nominees with guidance and training that will suitably equip them to be able to share best practice and national standards with colleagues.
- ◆ Invite Nominees to complete quality assurance training both online and by attending training sessions in their own personal time (eg weekends).
- ◆ Invite Nominees to attend training sessions a maximum of two college days per academic year. These two days **do not include travel time**. Please note SQA will endeavour to use Nominees' own personal time, rather than college days (ie employer time), for training sessions where possible.
- ◆ Quality-assure a sample of internal assessment from each school and college delivering National Qualifications to ensure that National Standards are being maintained.
- ◆ Comply with the Public Sector Equality Duty (part of the Equality Act 2010) when working with Nominees.
- ◆ Operate in accordance with the *Nominee Agreement* at all times (Section 4 of this document).
- ◆ Invite Nominees to attend internal assessment verification events a maximum of five college days per academic year. These five days **do not include travel time**. Please note SQA will endeavour to use Nominees' own personal time, rather than college days (ie employer time), for training sessions where possible.
- ◆ Pay Nominees' employers a release fee, per Nominee, per full college day worked. For details of fees, go to www.sqa.org.uk/nominees.

- ◆ Pay Nominees directly (using the bank details they provide) for any quality assurance training events they attend in their own personal time. This includes travel and subsistence costs (where applicable). For details and rates, go to www.sqa.org.uk/nominees.
- ◆ Treat Nominees' details as confidential (eg bank details, address etc) and not disclose this information to any other party, in line with our Data Protection Policy, which you can view at www.sqa.org.uk/nominees.
- ◆ Ensure that Nominees fulfil the requirements of the role. Where Nominees experience any issues with the requirements of the role, we will offer extra support for the first two years.
- ◆ Stop using the services of Nominees if they do not fulfil the expectations outlined in this agreement, or at their college's request.

4: Nominee Agreement

As a Nominee:

- ◆ You are employed by your college, and have been nominated by them to carry out quality assurance on SQA's behalf. Please note, you are not an SQA employee or appointee (only *Team Leaders* are Appointees).
- ◆ Please note for some subjects, some or all verification will be undertaken via **visits** to the centre. This is because the evidence for these subjects cannot be transported to an event (eg the materials are too large or fragile). For these subjects Nominees will be appointed as a Team Leader (Visiting Verification).
- ◆ You will respect SQA's values, including:
 - Selflessness: make decisions that are in the best interests of SQA and internal assessment standards. Do not make decisions that have financial or personal benefits for you.
 - Honesty: declare any private interests or conflicts that may affect the way you carry out your Nominee duties.
 - Objectivity: base your verification decisions solely on evidence and merit, in accordance with national standards.
 - Openness: be able to justify the verification decisions you make and do not restrict information unless SQA has clearly requested you to.
 - Professionalism: be efficient, consistent and courteous with fellow Nominees, Appointees, SQA staff and centre staff. Refer any concerning matters to your Principal Verifier, or to SQA's Child Protection Officer, where appropriate.
 - Respect: Treat fellow Nominees, Appointees, SQA staff and centre staff with dignity and respect.
- ◆ You will co-operate with your college to share best practice, knowledge and understanding of national standards with colleagues.
- ◆ You will use the confidential information and materials entrusted to you solely for the purpose of carrying out your Nominee duties, and not for any other reason. You must protect confidential information and not divulge it to third parties. This includes information relating to SQA, SQA employees, assessments, systems or candidates' work.
- ◆ You will complete SQA quality assurance training both online and by attending training sessions in your own personal time, where required (eg weekends).
- ◆ If requested by SQA, you will attend training sessions a maximum of two college days per academic year. These two days **do not include travel time**.

- ◆ If requested by SQA, you will attend internal assessment verification events a maximum of five college days per academic year. These five days **do not include travel time**. Please note not all Nominees will be requested to attend verification events every year. SQA aims to deploy all trained Nominees to verification events within a three year cycle.
- ◆ You will not bring anyone with you (eg children/dependents) when attending training sessions or verification events.
- ◆ If you attend an internal assessment verification event or quality assurance training session held during a college day (ie your employer's time), you will not receive payment for the work you do at the event. SQA will, however, compensate your employer with a release fee for each full college day of service you provide. You will be able to claim travel and subsistence expenses, where applicable. For details and rates, go to www.sqa.org.uk/nominees.
- ◆ If you attend an internal assessment verification event or quality assurance training session in your own personal time (eg weekends), SQA will pay you directly. This includes re-imburement of travel and subsistence expenses (where applicable). For details and rates, go to www.sqa.org.uk/nominees.
- ◆ Any fees payable to you will be paid by SQA via Bank Automated Clearing Services (BACS) into the bank or building society account you have told us about.
- ◆ It is your responsibility to inform SQA of any changes to your bank details, to ensure that the account details we hold for you are accurate.
- ◆ You should follow health and safety guidelines when carrying out your Nominee duties. There is health and safety advice available at www.sqa.org.uk/nominees.
- ◆ Where you have to travel to or from a verification event or training session, you should comply with SQA's environmental strategy by using public transport whenever possible. More information is available at www.sqa.org.uk/nominees.
- ◆ Operate in accordance with this *Nominee Agreement* at all times.
- ◆ If you have been identified as a Team Leader by your college, you will submit a Team Leader application form to SQA, with the details required. This form is available at <http://www.sqa.org.uk/nominees>.

If you do not fulfil the expectations outlined in this Nominee Agreement, SQA may stop using your services. Similarly, we may stop using your services at the request of your college.

Appendix 1: Nominee profile and selection criteria

Using this information

As a college, you are required to refer to the information on this page when deciding who to nominate. You should pay careful attention to the Nominee profile and selection criteria, and only put forward those colleagues who you believe will offer a valuable and effective contribution.

Nominee profile

Nominees will work with SQA to quality-assure internal assessment of Scotland's National Qualifications, and maintain the national standard within their subject. They will gain knowledge and understanding of best practice, which they will then share with colleagues to ensure that national standards are being applied consistently.

To do this, Nominees will:

- ◆ Complete the Nominee training as specified by SQA (both face-to-face and online).
- ◆ Share knowledge and understanding of national standards with the local teaching community.
- ◆ Work co-operatively under the direction of the Principal Verifier, Senior Team Leaders, Team Leaders and SQA staff.
- ◆ Attend and participate in verification events, as requested.
- ◆ Operate in accordance with SQA's quality assurance processes.
- ◆ Assist in the identification of materials that could be used as 'exemplification' (highlighting good and bad practice).
- ◆ Prepare clear and professional verification reports that will be issued to the schools/colleges that the reports relate to.

Selection criteria

To ensure that we only allocate Nominee duties to those who are suitably skilled and competent, we have established essential criteria.

All Nominations that you provide **must**:

- ◆ Be currently assessing or internally verifying a Course or part of a Course in the relevant subject area at one or more levels (eg Higher).
- ◆ Have an understanding of the requirements across Courses at each level.
- ◆ Have excellent communication, interpersonal and team-working skills.
- ◆ Have excellent organisational and administrative skills (including attention to detail).
- ◆ Have good presenting/training skills (for sharing national standards with colleagues).
- ◆ Have a home computer or laptop with broadband internet and a private e-mail address.

Before submitting any nominations to SQA, you must ensure that your Nominees understand and agree to the *Nominee Agreement* (section 4 of this document).

Appendix 2: Team Leader profile and selection criteria

Using this information

As a college, you are required to refer to the information on this page when deciding which of your Nominees to put forward as Team Leaders. Team Leaders will become Appointees of SQA, and should operate in accordance with the Appointee Terms and Conditions, which will be issued to them as part of the appointment process. You should pay careful attention to the Team Leader profile and selection criteria, and only put forward those colleagues who you believe will succeed in a Team Leader role.

Team Leader profile

A Team Leader is responsible for supporting the Principal Verifier in maintaining national standards for the qualifications within their remit. The primary role is to support and quality-assure the work of their team members, in the verification of internal assessments in their subject area(s), to ensure that national standards are being consistently applied and maintained.

These activities will be under the direction of the Principal Verifier and staff from SQA's Operations and Qualification Development directorates, as appropriate.

To do this, Team Leaders will:

- ◆ Support quality assurance processes and ensure that all tasks associated with the quality assurance of internally-assessed Units and components of Course assessments are carried out within the conditions, timescales and arrangements set by SQA.
- ◆ Provide leadership and support to a team of up to eight Nominees who are involved in verification activities, as required.
- ◆ Monitor, support and quality-assure the work of the team.
- ◆ Quality-assure reports for centres produced by the team.
- ◆ Support the Principal Verifier at verification events where required, ensuring all procedures are conducted in line with SQA requirements.
- ◆ Assist SQA staff with subject specific enquiries as required.
- ◆ Support SQA with continuous improvement developments.
- ◆ Team Leaders may be asked to undertake additional activities. These activities may include:
 - undertake follow-up quality assurance activity to resolve outstanding issues

- undertake Prior Verification activity
- undertake in-service training
- participate in workshops/seminars/networking events
- undertake verification **visits**

Please note for some subjects, some or all verification will be undertaken via **visits** to the centre. This is because the evidence for these subjects cannot be transported to an event (eg the materials are too large or fragile). Only **Appointees** (Team Leaders) are able to carry out these centre visits.

Key Performance Measures

Each year, on completion of the duties outlined in the Team Leader profile, the Team Leader will be measured against the following Key Performance Measures (KPMs) and informed of the outcome in relation to their performance. The KPMs are:

- 1 Support and monitor performance of members of the team to meet SQA requirements.
- 2 Ensure consistency of decisions made by members of the team.
- 3 Ensure reports meet the required standard, within conditions and timescales set by SQA.
- 4 Positive engagement with all members of the team (through leadership of people) and with members of SQA staff.
- 5 Positive engagement with SQA's centre personnel.

Selection criteria

To ensure that only suitably qualified and competent Nominees are appointed as Team Leaders, we have established essential criteria.

All Team Leaders that you identify **must**:

- ◆ Be currently delivering a Course in the relevant subject area at one or more levels (eg Higher).
- ◆ Have an understanding of the requirements across Courses at each level.
- ◆ Have good interpersonal and team-working skills, allowing them to engage positively with all members of their team and provide leadership and support, where required.
- ◆ Be able to communicate professionally, confidently and effectively.
- ◆ Be professional and co-operative, to ensure an effective working partnership with stakeholders, subject specialists and SQA staff.

- ♦ Have excellent organisational and administrative skills (including attention to detail).
- ♦ Have good presenting/training skills (for sharing national standards with colleagues and team members).
- ♦ Have a home computer or laptop with broadband internet and a private e-mail address.

Before putting any individual forward as a Team Leader, you must ensure that they understand the requirements in this Team Leader profile, and are willing to undertake this Appointee role.

Team Leaders will experience the benefits of being an SQA Appointee and will enjoy the rewards and payments associated with this role.

Appendix 3: Nominee summary

A Nominee represents their school/college and local authority (where appropriate) in assisting SQA with the maintenance of national standards of the qualifications within their remit. They share their expertise with colleagues and ensure that all tasks associated with quality assuring internal assessment are carried out within the conditions, timescales and arrangements set by SQA, the local authority (as appropriate) and their own school/college.

For SQA the Nominee will:	For the local authority the Nominee will:	For the school/college the Nominee will:
Successfully undertake annual training on understanding national standards and online training via SQA Academy.	Assist in cascading national standards and good practice with colleagues in their local authority.	Assist in cascading national standards and good practice to colleagues.
Champion the new qualifications in their subject.	Support in-service, CPD and other local events to ensure that national standards are being consistently applied and maintained within their subject area.	Support centre events/trainings to ensure that national standards are being consistently applied and maintained within their subject area.
Participate in quality assurance events as required.	Champion the new qualifications within their subject.	Champion the new qualifications within their subject.
Support the quality assurance processes in accordance with SQA policy and specification.		Assist in promoting benefits of the Nominee role to other teachers in their school/college.
Assist in the identification of potential exemplification materials.		Promote understanding of national standards to parents and local employers.
Prepare clear, accurate and professional quality assurance reports for centres.		
Assist SQA in the review of national consistency in relation to internal assessments.		

Realising benefits

In turn, Nominees will gain a valuable experience as they work with SQA to quality-assure internal assessment and maintain national standards. The role is an opportunity to develop professionally, gain a greater insight into qualifications and quality assurance, and achieve recognition in their local teaching community.