



**Higher National Qualifications
Internal Assessment Report 2014
Electronics & Instrumentation**

The purpose of this report is to provide feedback to centres on verification in Higher National Qualifications in this subject.

Higher National Units

General comments

Six centres and a sample of 18 Higher National Units were verified in session 2013–14. All centres visited are experienced with delivering the Units in this verification group and were able to demonstrate a clear understanding of the requirements of the national standards. In part this is due to the maturity of the qualifications, the experience of the delivering centres, and communication through the relevant Qualification Support Team. The one new feature was that as colleges merge, revised quality procedures are being implemented and staff are adjusting to these.

Unit specifications, instruments of assessment and exemplification materials

Centres, in the main, used SQA assessment exemplars or modified assessment exemplars to suit resources.

Evidence Requirements

All centres visited demonstrated a clear understanding of the Evidence Requirements as given in the Unit specifications.

Administration of assessments

All centres have sufficient internal verification procedures in place, newly revised to take into account college mergers. Internal documentation sampled ranged from Internal Verifiers placing a tick on a form with no detail, through to extensive documented comments and discussions between assessors and Internal Verifiers.

It was sometimes difficult to audit-trail candidates' reworked assessments and any feedback from assessors. Where candidates are permitted a rework of an assessment, the documentation should be clear as to what was required, when it was required, and when it was subsequently completed.

General feedback

In addition to the points listed above, similar to previous sessions, there were variations in the amount of feedback given to candidates. Some centres had specific candidate feedback sections written into assessment material, but there were differences in the amount of specific feedback offered by assessors. Other centres used an oral feedback system, which can be difficult to audit especially when candidates have to rework evidence.

Areas of good practice

With college mergers ongoing, some centres have developed central share-point facilities for all assessment, verification and registration purposes that can be

used effectively to ensure consistency and continuity of standards across different campuses.

Some centres make effective use of SQA's prior verification process when they wish to modify assessments.

Specific areas for improvement

In line with previous session's findings the following areas for improvement were noted:

It was also sometimes difficult to audit-trail candidates' reworked assessments. Where candidates are permitted a rework of an assessment, the documentation should be clear as to what was required, when it was required, and when it was subsequently completed.

Some centres are still not stating control conditions on assessments. It is essential that control conditions are clearly stated.

The amount of feedback given to candidates was minimal in some instances.

As merged colleges now deliver awards across various sites, communication of procedures and outcomes relating to quality become extremely important.

Higher National Graded Units

DG2T 34 Electronics Graded Unit 1

General comments

Two centres delivering the above awards were subject to central verification in session 2013–14. Both centres used papers prepared by the relevant QST (Qualification Support Team) and were subject to prior verification by SQA.

Unit specifications, instruments of assessment and exemplification materials

The QST each session prepares a first and second paper that centres use.

All candidates across centres sit the same assessment with clear marking guidelines prior verified by SQA.

Evidence Requirements

All centres have a clear understanding of the Evidence Requirements as given in the Unit specifications.

Administration of assessments

With regard to Graded Unit 1, strict control conditions are in place and adhered to by each centre. In addition, all centres have sufficient internal verification procedures in place to ensure consistency of marking.

General feedback

At the central verification event, it became apparent that there were significant differences in the way that candidates approached the exam with some demonstrating good exam techniques while others showed a lack of examination experience. This showed the need for candidates to be suitably coached in examination techniques and procedures.

Areas of good practice

With regard to this Graded Unit 1, the following good practice was noted:

- ◆ Some candidates demonstrating good examination techniques
- ◆ Good use of proper examination paper
- ◆ Clear and detailed assessor and Internal Verifier comments

Specific areas for improvement

Good examination techniques are important to completing this Unit along with the technical detail required for the Unit. Centres should consider coaching candidates in such techniques.