

## Externally Verify the Assessment Process

### SCQF level 9

## Who is this qualification for?

This qualification is designed to meet the needs of those who wish to gain formal recognition for the role they perform as an External Verifier for the Scottish Qualifications Authority (SQA) awarding body.

Verifier-candidates will gain their qualification by providing evidence of planning, conducting and reporting on verification events. This evidence may be generated by verifying in a number of different contexts.

The qualification Outcomes are:

- ◆ Plan external verification events
- ◆ Carry out external verification events
- ◆ Make external verification decisions and provide feedback
- ◆ Contribute to the effectiveness of the external verification process

## **What types of qualifications should I externally verify in order to achieve this Unit?**

This Unit is intended for those who wish to gain a qualification in the external verification of SQA qualifications other than S/NVQs.

## **What should I know or be able to do before I start?**

You should have a broad understanding of the external verification process and be able to meet any specified SQA access requirements.

The principal context for achieving this qualification is through evidence of the External Verifier duties you are required to perform as an appointee of SQA awarding body. Therefore, all Verifier-candidates must have a contract with SQA prior to embarking on this Unit.

## **What do I need to do?**

You need to be able to demonstrate your competence as an External Verifier in the specific areas of planning, conducting external verification events, making and communicating verification decisions and contributing towards the overall effectiveness of the external verification process.

## **How do I get this Unit?**

You will be asked to provide performance and knowledge evidence directly relating to the external verification activities you have carried out. In practical terms, you will be required to plan and carry out external verification events and produce the relevant supporting documentation and reports.

You will be asked to provide a portfolio of evidence covering all four Outcomes. The evidence submitted in your portfolio should be based on real external verification activities. Simulation is not permitted in this Unit.

## **What might this involve?**

Each approved centre operates slightly differently. In learning terms, your centre may ask you to attend a training course and/or a one to one tutorial. There may also be some self-study to undertake prior to commencement.

In terms of assessment, you will be required to submit evidence of your performance and knowledge via a portfolio of evidence.

## **Guidance for tutors**

The information included in the remainder of this document has been grouped under the following sections:

- Section A: The Unit Specification
- Section B: Assessment Guidelines for complete Unit
- Section C: Support Notes

The additional support needs of individual learners should be taken into account when planning learning experiences, selecting the most appropriate assessment and verification activity and considering any reasonable steps which might be necessary to allow the learner to meet the assessment standard.

Further advice can be found in SQA's Assessment Arrangements web pages ([www.sqa.org.uk](http://www.sqa.org.uk))

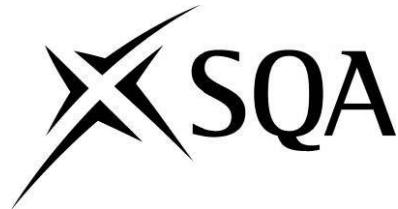
## **Common terms used in this Unit**

The term 'event' has been used throughout the Unit to encompass external verification activities such as postal and electronic verification as well as visits. The term does not include central verification.

The term 'verification' has been used generically to describe the activities an External Verifier/Verifier-candidate would normally undertake. 'Verifier–candidate' refers to someone who is working towards the achievement of this Unit.

Where the term awarding body is used, this should be taken to mean the Scottish Qualifications Authority (SQA).

## Administrative Information



### Credit value

1 SQA credit (8 SCQF credit points at SCQF level 9)

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**Unit title:** Externally Verify the Assessment Process  
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### History of changes:

Version	Description of change	Date

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## Section A — Unit specification: Externally Verify the Assessment Process

This section provides detailed information on the Unit Specification requirements covering all four Outcomes.

The section includes Outcomes, Knowledge and/or Skills, and Evidence Requirements which are mandatory.

### Externally Verify the Assessment Process

Ref	Outcome	Skills and Knowledge
1	Plan effective external verification events	<ul style="list-style-type: none"><li>◆ Communication skills</li><li>◆ Interpersonal skills</li><li>◆ Appropriate sampling arrangements</li><li>◆ Valid and reliable assessment instruments</li><li>◆ Assessment standards/specifications</li><li>◆ Subject knowledge and skills</li><li>◆ Types of assessment/evidence</li><li>◆ Equal/fair access to assessment</li><li>◆ Relevant Centre Approval Criteria</li><li>◆ Awarding body Planning process</li><li>◆ Awarding body policies and procedures</li></ul>

### Externally Verify the Assessment Process

Ref	Outcome	Skills and Knowledge
2	Carry out external verification events	<ul style="list-style-type: none"><li>◆ Interpersonal skills</li><li>◆ Subject knowledge and skills</li><li>◆ Assessment instruments</li><li>◆ Assessment standards/specification</li><li>◆ Alternative assessment arrangements</li><li>◆ Equal/fair access to assessment</li><li>◆ Sampling assessment decisions/evidence</li><li>◆ Quality assurance principles (validity, reliability, sufficiency)</li><li>◆ Assessor standardisation arrangements</li><li>◆ Internal quality assurance arrangements</li><li>◆ Relevant Centre Approval Criteria</li><li>◆ Report writing</li><li>◆ Awarding body policies and procedures</li></ul>

## Externally Verify the Assessment Process

Ref	Outcome	Skills and Knowledge
3	Make external verification decisions and provide feedback	<ul style="list-style-type: none"><li>◆ Interpersonal skills</li><li>◆ Communication skills</li><li>◆ Delivering constructive feedback</li><li>◆ Knowledge of specification/standards</li><li>◆ Relevant Centre Approval Criteria</li><li>◆ Reasons for recommending a hold</li><li>◆ Identification of good practice</li><li>◆ Identification of development points</li><li>◆ Reporting procedures</li><li>◆ Awarding body policies and procedures</li></ul>

## Externally Verify the Assessment Process

Ref	Outcome	Skills and Knowledge
4	Contribute to the effectiveness of the external verification process	<ul style="list-style-type: none"><li>◆ Communication skills</li><li>◆ Communication with the awarding body</li><li>◆ Standardisation processes</li><li>◆ Recording Outcomes of the standardisation process</li><li>◆ Knowledge of standards/specifications</li><li>◆ Assessment evidence reviews</li><li>◆ Maintaining CPD records</li><li>◆ Awarding body policies and procedures</li></ul>