NQ verification 2016–17

Generating the evidence sample — Round 1

If your centre is selected for verification in Round 1, for each selection you will need to prepare a sample of candidate evidence for **one** of the following:

1 Units at National 1 and 2

If you are presenting candidates at both National 1 and National 2 you will need to prepare a sample of evidence for 12 candidates, split evenly between the two levels.

If you are presenting candidates at only one level (e.g. National 2 only) you should prepare a sample of evidence for 12 candidates.

2 Units at National 3, 4 and 5

If you are presenting candidates at all three levels (N3, N4 and N5) you will need to prepare a sample of evidence for 18 candidates, split evenly between the three levels.

If you are presenting at two levels (e.g. N3 and N4) you will need to prepare a sample of evidence for 12 candidates, split evenly between the two levels.

If you are presenting candidates at only one level (e.g. N5 only) you should prepare a sample of evidence for 12 candidates.

3 Units at Higher and Advanced Higher

If you are presenting candidates at both Higher and Advanced Higher you will need to prepare a sample of evidence for 12 candidates, split evenly between the two levels.

If you are presenting candidates at only one level (e.g. Higher only) you should prepare a sample of evidence for 12 candidates.

Note

- If you are presenting at one level and there are fewer than 12 candidates, then please provide evidence for all candidates at that level.
- If you are presenting at two levels and there are fewer than six candidates at any level, then provide evidence for all candidates at that level. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.
- If your centre is presenting at three levels and there are fewer than six candidates at one of the levels but there are at least 12 candidates overall, then no further candidate evidence is required.

Generating the evidence sample — Round 2

If your centre is selected for verification in Round 2, for each selection you will need to prepare a sample of candidate evidence for **one** of the following:

1 **Internally assessed Components of Course assessment at National 5, Higher and Advanced Higher**

If you are presenting candidates at all three levels (National 5, Higher and Advanced Higher) you will need to prepare a sample of evidence for 18 candidates, split evenly between the three levels.

If you are presenting at two levels (e.g. N5 and Higher) you will need to prepare a sample of evidence for 12 candidates, split evenly between the two levels.

If you are presenting candidates at only one level (e.g. N5 only) you should prepare a sample of evidence for 12 candidates.

2 **National 4 Added Value Unit**

If you are selected for verification of a National 4 Added Value Unit, you should prepare a sample of evidence for 12 candidates.

3 **Individual Unit at any level**

If you are selected for verification of an individual Unit, you should prepare a sample of evidence for 12 candidates.

Note

- If you are presenting at one level and there are fewer than 12 candidates, then please provide evidence for all candidates at that level.
- If you are presenting at two levels and there are fewer than six candidates at any level, then provide evidence for all candidates at that level. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.
- If your centre is presenting at three levels and there are fewer than six candidates at one of the levels, but there are at least 12 candidates overall, then no further candidate evidence is required.

Appendix 1

Checklist for subject specialists

Higher and Advanced Higher Unit verification (Round 1)

This checklist should be used by staff who are responsible for preparing and packaging verification material prior to sending it to SQA.

For more information, please refer to: Evidence for External Verification of Units at Verification Events.

Generating the evidence sample

Please tick either 1 (a) or 1 (b) then tick each row as the action is completed. ☑

1 (a) We are presenting at **two levels** (Higher and Advanced Higher). ☐

***Note**: You should provide evidence for 12 candidates, split evenly across the two levels. If there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.*

(b) We are presenting at **one level** (e.g. Higher only). ☐

***Note**: You should provide evidence for 12 candidates. If you are presenting fewer than 12 candidates, please provide available evidence for all candidates.*

2 Verification Sample Form completed with details provided for all candidates in the sample. ☐

3 A completed Candidate Evidence Flyleaf for each candidate. ☐

4 The Unit assessment and information on judging evidence for each level. ☐

5 The assessed candidate evidence (exemplifying, where possible, a range of candidate performance and assessment judgements of both pass and fail). ☐

6 The recording documentation with the assessment judgements for each candidate (e.g. candidate assessment record or similar documented evidence of assessor judgements). ☐

7 Evidence of the application of internal verification processes. ☐

Submitting the evidence sample

1 Remove the peel-off label from the top right of Verification Sample Form and attach it to the brown envelope where it says ‘Affix peel-off label over the box below’. ☐

2 On the ‘Uplift Report for Centres’, in the ‘No. of Items’ box, record the number of brown envelopes used to package the materials. ☐

3 Check that the number of brown envelopes used is also recorded on the envelopes themselves, e.g. if you use two brown envelopes, on the first one write ‘1 of 2’ and on the second write ‘2 of 2’. ☐

4 Please ensure that your centre name, centre number and the name of the verification group are recorded on all packets. ☐

5 Place the evidence in the A3 brown envelopes provided and seal them using the white ‘Verification Envelope only’ label(s). ☐

6 Pass the envelope(s) to your SQA Co-ordinator for packaging. ☐

Appendix 2

Checklist for subject specialists

National 1 and National 2 Unit verification (Round 1)

This checklist should be used by staff who are responsible for preparing and packaging verification material prior to sending it to SQA.

For more information, please refer to: Evidence for External Verification of Units at Verification Events.

Generating the evidence sample

Please tick either 1 (a) or 1 (b) then tick each row as the action is completed. ☑

1 (a) We are presenting at **two levels** (National 1 and National 2). ☐

***Note**: If there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.*

(b) We are presenting at **one level** (e.g. National 2 only). ☐

***Note**: If there are fewer than 12 candidates, please provide available evidence for all candidates.*

2 Verification Sample Form completed with details provided for all candidates in the sample. ☐

3 A completed Candidate Evidence Flyleaf for each candidate. ☐

4 The Unit assessment and information on judging evidence for each level. ☐

5 The assessed candidate evidence (exemplifying, where possible, a range of candidate performance and assessment judgements of both pass and fail). ☐

6 The recording documentation with the assessment judgements for each candidate (e.g. candidate assessment record or similar documented evidence of assessor judgements). ☐

7 Evidence of the application of internal verification processes. ☐

Submitting the evidence sample

1 Remove the peel-off label from the top right of Verification Sample Form and attach it to the brown envelope where it says ‘Affix peel-off label over the box below’. ☐

2 On the ‘Uplift Report for Centres’, in the ‘No. of Items’ box, record the number of brown envelopes used to package the materials. ☐

3 Check that the number of brown envelopes used is also recorded on the envelopes themselves, e.g. if you use two brown envelopes, on the first one write ‘1 of 2’ and on the second write ‘2 of 2’. ☐

4 Please ensure that your centre name, centre number and the name of the verification group are recorded on all packets. ☐

5 Place the evidence in the A3 brown envelopes provided and seal them using the white ‘Verification Envelope only’ label(s). ☐

6 Pass the envelope(s) to your SQA Co-ordinator for packaging. ☐

Appendix 3

Checklist for subject specialists

National 3, National 4 and National 5 Unit verification (Round 1)

This checklist should be used by staff who are responsible for preparing and packaging verification material prior to sending it to SQA.

For more information, please refer to: Evidence for External Verification of Units at Verification Events.

Generating the evidence sample

Please tick either 1 (a), or 1 (b) or 1 (c), then turn over and tick each row as the action is completed. ☑

1 (a) We are presenting at **three levels** (N3, N4 and N5). ☐

***Note**: You should provide evidence for 18 candidates, split evenly across all three levels. If there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other levels to make up a minimum sample of 12. There is no need to provide evidence for additional candidates if the overall sample size is 12 or more.*

(b) We are presenting at **two levels** (e.g. N4 and N5). ☐

***Note**: If you are presenting at two levels and there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.*

(c) We are presenting at **one level** (e.g. N5 only). ☐

***Note**: If you are presenting at one level and there are fewer than 12 candidates, please provide available evidence for all candidates.*

2 Verification Sample Form completed with details provided for all candidates in the sample. ☐

3 A completed Candidate Evidence Flyleaf for each candidate. ☐

4 The Unit assessment and information on judging evidence for each level. ☐

5 The assessed candidate evidence (exemplifying, where possible, a range of candidate performance and assessment judgements of both pass and fail). ☐

6 The recording documentation with the assessment judgements for each candidate (e.g. candidate assessment record or similar documented evidence of assessor judgements). ☐

7 Evidence of the application of internal verification processes. ☐

Submitting the evidence sample

1 Remove the peel-off label from the top right of Verification Sample Form and attach it to the brown envelope where it says 'Affix peel-off label over the box below'. ☐

2 On the 'Uplift Report for Centres', in the 'No. of Items' box, record the number of brown envelopes used to package the materials. ☐

3 Check that the number of brown envelopes used is also recorded on the envelopes themselves, e.g. if you use two brown envelopes, on the first one write '1 of 2' and on the second write '2 of 2'. ☐

4 Please ensure that your centre name, centre number and the name of the verification group are recorded on all packets. ☐

5 Place the evidence in the A3 brown envelopes provided and seal them using the white 'Verification Envelope only' label(s). ☐

6 Pass the envelope(s) to your SQA Co-ordinator for packaging. ☐

Appendix 4

Checklist for subject specialists

National 4 Added Value Unit or individual Unit verification (Round 2)

This checklist should be used by staff who are responsible for preparing and packaging verification material prior to sending it to SQA.

For more information, please refer to: Evidence for External Verification of Units at Verification Events.

Generating the evidence sample

Please tick either 1 (a) or 1 (b), then tick each row as the action is completed. ☑

1 (a) We have been selected for verification of a National 4 Added Value Unit. ☐

***Note**: You should provide evidence for 12 candidates.*

(b) We have been selected for verification of an individual Unit. ☐

***Note**: You should provide evidence for 12 candidates.*

2 Verification Sample Form completed with details provided for all candidates in the sample. ☐

3 A completed Candidate Evidence Flyleaf for each candidate. ☐

4 The Unit assessment and information on judging evidence for each level. ☐

5 The assessed candidate evidence (exemplifying, where possible, a range of candidate performance and assessment judgements of both pass and fail). ☐

6 The recording documentation with the assessment judgements for each candidate (e.g. candidate assessment record or similar documented evidence of assessor judgements). ☐

7 Evidence of the application of internal verification processes. ☐

Submitting the evidence sample

1 Remove the peel-off label from the top right of Verification Sample Form and attach it to the brown envelope where it says ‘Affix peel-off label over the box below’. ☐

2 On the ‘Uplift Report for Centres’, in the ‘No. of Items’ box, record the number of brown envelopes used to package the materials. ☐

3 Check that the number of brown envelopes used is also recorded on the envelopes themselves, e.g. if you use two brown envelopes, on the first one write ‘1 of 2’ and on the second write ‘2 of 2’. ☐

4 Please ensure that your centre name, centre number and the name of the verification group are recorded on all packets. ☐

5 Place the evidence in the A3 brown envelopes provided and seal them using the white ‘Verification Envelope only’ label(s). ☐

6 Pass the envelope(s) to your SQA Co-ordinator for packaging. ☐

Appendix 5

Checklist for subject specialists

National 5, Higher and Advanced Higher IACCA verification (Round 2)

This checklist should be used by staff who are responsible for preparing and packaging verification material prior to sending it to SQA.

For more information, please refer to: Evidence for External Verification of National 5, Higher and Advanced Higher internally assessed Components of Course assessment.

Generating the evidence sample

Please tick either 1 (a), or 1 (b) or 1 (c), then turn over and tick each row as the action is completed. ☑

1 (a) We are presenting at **three levels** (National 5, Higher and Advanced Higher). ☐

***Note**: You should provide evidence for 18 candidates, split evenly across all three levels. If there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other levels to make up a minimum sample of 12. There is no need to provide evidence for additional candidates if the overall sample size is 12 or more.*

(b) We are presenting at **two levels** (e.g. National 5 and Higher). ☐

***Note**: You should provide evidence for 12 candidates, split evenly across the two levels. If there are fewer than six candidates at one level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.*

(c) We are presenting at **one level** (e.g. National 5 only). ☐

***Note**: You should provide evidence for 12 candidates. If there are fewer than 12 candidates, please provide available evidence for all candidates.*

2 Verification Sample Form completed with details provided for all candidates in the sample. ☐

3 A completed Candidate Evidence Flyleaf for each candidate. ☐

4 The SQA internally assessed Component of Course assessment (IACCA) used to generate the candidates' evidence, and the marking information. ☐

5 The recording documentation provided in the assessment task document, with detailed marking for each candidate. ☐

6 Evidence of the application of internal verification processes. ☐

Submitting the evidence sample

1 Remove the peel-off label from the top right of Verification Sample Form and attach it to the brown envelope where it says 'Affix peel-off label over the box below'. ☐

2 On the 'Uplift Report for Centres', in the 'No. of Items' box, record the number of brown envelopes used to package the materials. ☐

3 Check that the number of brown envelopes used is also recorded on the envelopes themselves, e.g. if you use two brown envelopes, on the first one write '1 of 2' and on the second write '2 of 2'. ☐

4 Please ensure that your centre name, centre number and the name of the verification group are recorded on all packets. ☐

5 Place the evidence in the A3 brown envelopes provided and seal them using the white 'Verification Envelope only' label(s). ☐

6 Pass the envelope(s) to your SQA Co-ordinator for packaging. ☐