



**Higher National Qualifications
Internal Assessment Report 2013
Electrical Plant**

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

In session 2012–13, five external verification visits were undertaken by three External Verifiers in Verification Group 274 Electrical Plant — Higher National. Three of the external verification visits were conducted using the traditional external verification approach, involving the EV8a form, while the other two visits took place using the New Approaches to Quality Assurance. Four of the centres externally verified were further education colleges while the fifth centre was a private training body. During these visits the following HN Units were externally verified (the figures in brackets indicate in how many centres each Unit was externally verified):

- DN4J 34 Electrical Machine Principles (3 centres)
- DN4K 35 Electrical Motor Drive Systems (1 centre)
- DV9M 34 Electrical Motors and Motor Starting (1 centre)
- DN3W 34 Electricity Power Systems (3 centres)
- DN4L 34/H01V 34 Electrical Safety (2 centre)
- DN49 35 Transformers (2 centres)
- DN45 35 Three Phase Induction Motors (1 centre)

It is good to report that all visits were successful. In terms of the traditional approach to external verification, this meant that no Holds were placed on any of the HN Units. With regard to the two visits conducted using the New Approaches to Quality Assurance, this meant that significant strengths were identified in all four categories subject to external verification. This success confirms that all five centres were meeting national standards.

Unit specifications, instruments of assessment and exemplification materials

External Verifiers noted that centre master folders contained up-to-date Unit specifications. Centres use both SQA assessment exemplars materials and assessments devised by centre staff. Marking schemes were accurate and complete. All assessment instruments satisfied the assessment specifications set out in Unit specifications, especially with regard to the number of knowledge and/or skills items that should be sampled. All assessments instruments externally verified were fair, valid and reliable. In general, alternative assessments were available for re-sit examination purposes.

An External Verifier reported that in one centre the assessment for Unit DN45 35 – Three Phase Induction Motors had been successfully integrated with the assessment for Units DN4K 35 – Electrical Motor Drive Systems and DN42 34 – Power Electronics. This integration had been effective in managing the assessment burden on candidates whilst still meeting the individual assessment requirements of each HN Unit.

Evidence Requirements

The External Verifiers found that in all five centres there was a clear understanding by assessors and Internal Verifiers of the Evidence Requirements in individual HN Units. This understanding was reflected in the accurate design of instruments of assessment and the quality of most candidate responses.

Administration of assessments

During visits it was found that centres maintain master folders for each HN Unit they deliver. Such folders usually contain an up-to-date Unit specification, assessment materials and marking schemes, completed and signed internal verification forms, and learning and teaching materials. External Verifiers reported assessors and Internal Verifiers were applying their own centre internal verification procedures rigorously. Internal verification of candidate scripts was normally carried out in accordance with the centre sampling policy.

General feedback

It is pleasing to report that assessors continue to provide high quality written feedback to their candidates. In one centre, the External Verifier observed that the feedback was 'exceptionally good and detailed.'

External Verifiers reported that they found no barriers to assessment. This reassured External Verifiers that candidates have access to assessment when they are ready to sit it.

With regard to issues of academic malpractice, an External Verifier noted that in one centre candidates have to sign and date a declaration inside their answer booklets to confirm that work was their own. Centre staff also provide briefings on this subject at induction, and candidate diaries identify details of what forms academic dishonesty and malpractice can take.

Areas of good practice

Some very good examples of good practice were observed during external verification visits. Some of these are noted below.

In one centre internal verification procedures were being applied in a rigorous manner and detailed written feedback was being provided to a candidate on his written scripts.

In another centre staff had written a number of pre-tests to prepare candidates properly for summative assessment.

During one visit the External Verifier observed that centre staff delivering the HN Unit Electrical Motors and Motor Starting not only require candidates to specify the motor starting circuit for the third assessment, but candidates also have to build the circuit and then inspect and test it.

In one centre the External Verifier noted the following good practice points:

- ◆ All staff were timetabled for one hour of structured CPD (continuing professional development) activity every week.
- ◆ Every candidate, including those enrolled on HN programmes, has a Personal Learning Plan which was established at the beginning of the year.
- ◆ The centre uses its VLE (virtual learning environment) effectively to keep candidates informed, and to provide communication channels and general on-going support.
- ◆ There was evidence of on-going development of integration of assessment and delivery between Units.
- ◆ Assignments and assessments have clear re-assessment strategies which have been clearly conveyed to candidates.
- ◆ When assignments were issued, variants were used in order to ensure that candidates were fairly assessed on different scenarios.
- ◆ Examination booklets require candidates to sign a declaration that the work submitted was their own.
- ◆ Post-delivery internal verification is undertaken and completed within three weeks of completion of Unit delivery.

Specific areas for improvement

No areas for improvement were identified during the external verification visits.