



**Higher National Qualifications  
Internal Assessment Report 2015  
Legal Services**

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

Centres had a clear and accurate understanding of the standards which applied to the HN Units that were externally verified:

- ◆ F84P 34: Business Law: An Introduction
- ◆ F84N 34: Business Contractual Relationships
- ◆ F6JF 34: Law and the Media
- ◆ DE5H 35: Company Law: An Introduction
- ◆ F1B6 34: Scottish Licensing Law

## Unit specifications, instruments of assessment and exemplification materials

All assessors and internal verifiers from centres subject to external verification were familiar with the Unit specifications and all of the exemplification material provided by SQA. The majority of centres made use of assessment exemplars where provided by SQA; others had produced their own assessment material which may have been prior verified by SQA, however, all met with the requirements of the Unit specifications.

## Evidence Requirements

All centres subject to external verification had a clear understanding for the Evidence Requirements of the Unit specifications verified. This was evidenced from the reports submitted by External Verifiers.

## Administration of assessments

As indicated above, the majority of centres had used SQA exemplar packs. Some centres had prepared alternative assessments, some of which may have been prior verified by SQA, however, they had all met the standards set out in the Unit specifications.

All candidates' performances had been judged at the appropriate level for the Units externally verified.

Standardisation and internal verification records showed that the consistency and quality of all the assessor activity was being monitored.

Evidence indicated there is support for new assessors and that good practice was being shared in all centres.

All centres should be congratulated on the professional manner in which the Units that were externally verified had been managed.

**General feedback**

Feedback to candidates in all centres was excellent and any candidates interviewed were satisfied with their assessment experiences.

All centres had policies in place that ensured fair access to all candidates.

No issues were identified from submitted reports within this verification group.

The overall rating was that of Significant Strengths.

# Higher National Graded Units

Titles/levels of HN Graded Units verified:

- ◆ H8X5 35: Legal Services: Graded Unit 3
- ◆ F1HA 35: Legal Services: Graded Unit 3
- ◆ F1H9 35: Legal Services: Graded Unit 2

## General comments

Visiting for Graded Unit projects took place in June. Assessment exemplar packs had been implemented and staff had a clear and accurate understanding of the requirements of the national standards.

Postal verification for the Graded Unit examinations was carried out and, again, centres used the assessment exemplar packs and had a clear and accurate understanding of the requirements of the national standards.

## Unit specifications, instruments of assessment and exemplification materials

Current Unit specifications were used by centres and all assessors were familiar with the knowledge, skills and evidence requirements. All centres used assessment exemplar packs provided for Graded Unit assessment.

## Evidence Requirements

All staff were familiar with the evidence requirements set out in the Unit specifications for all Graded Units externally verified.

## Administration of assessments

Internal verification had been undertaken by the centres that were externally verified. This was identified from the evidence provided by the centres.

## General feedback

Excellent feedback was provided to candidates, particularly for the Graded Unit 3 — Project-based Unit.

## Areas of good practice

Good quality candidate feedback was provided by assessors. The feedback was delivered verbally and in writing to ensure that candidates understood each aspect of the Graded Unit project, namely, planning, development and evaluation.