

**Higher National Qualifications**

**And**

**Scottish Vocational Qualifications**

**Senior Moderator Report**

**2006**

**Subject: Management Skills (MG 243)**

The purpose of this report is to provide feedback to centres on moderation which has taken place within Higher National and Scottish Vocational Qualifications in this subject.

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## HIGHER NATIONAL UNITS

### FEEDBACK TO CENTRES

#### General comments:

There was little moderation activity in this moderation group during this session. Most of it covered HN Units some of which are part of the new HNC/D in Business. The relatively small number of visits makes it difficult to make many general comments.

However, all indications are that centres continue to deliver HN units in the moderation group well. Exemplar assessment packs have proved to be a great benefit in new HN Units and do contribute to the development of a common standard. Most centres have established procedures for delivering and assessing HN Units and these continue to work well. The evidence from moderation is that assessment judgements are being made appropriately.

There have been some difficulties with the delivery of DE3D 34 Managing People and Organisations where the marking guidelines in the exemplar assessment have proved hard to interpret when answers are provided in closed book conditions. Centres do, however, seem to be coming to grips with this by, for example, recognising that the examination times given in the exemplar assessment are for guidance and by conducting three separate closed book assessments for outcomes 1 – 3.

#### Advice on good practice and areas for further development:

##### Good practice

Good practice in this moderation group reflects developments across the sector in recent years. It includes:

- Good feedback to candidates on performance – often this is given on a specially prepared cover sheet which is used for each assignment. In some cases, this is supplemented by script comments which is time consuming but can be very helpful to candidates.
- Sound delivery systems – almost all centres maintain a master folder containing all relevant information.
- Good record keeping – of candidate performance and of internal verification activity.

Centre staff continue to demonstrate substantial commitment and work very conscientiously and this should be considered good practice also.

##### Further development

Mostly this consists of developing good practice. There are two factors which are becoming more common and which could be adopted by all centres. They are:

1. Expanding the marking guidelines in exemplar assessment packs – inevitably these are not fully comprehensive and situations arise which they do not cover. When a decision is reached on how to proceed, centres can add notes to the guidelines for future reference. These can indicate what would (or would not) be accepted as satisfactory. This can help to provide a consistent approach to marking between different assessors and over time. It can also ensure that a record is kept of decisions made at standardisation meetings – records that meetings were held is part of internal procedures but often notes of meetings are very brief.
2. Developing feedback to show to candidates exactly why responses were satisfactory – feedback of the kind noted in the good practice above tends to be confined to assignments where candidates require re-assessment. Candidates can benefit from knowing exactly what has enabled them to reach the standards.

This can help them to repeat this in other assignments and may be of value if they move on to other awards or to other higher education institutions. This is, however, very time consuming.

Both the above may help to formalise the standard which is required in Units at SCQF Levels 7 and 8.

Overall, despite limited evidence, it appears that centres are delivering Units in this moderation group in a highly capable fashion. This augers well for the new HNC Management which is due to come on stream in session 2006 – 2007 and most of the Units of which are in this moderation group.