

Moderation Feedback –Visiting - 2005

<u>Qualification area</u>	Administration
Subject(s) and Level(s) included in this report	HNC/HND Administration & Information Management

General comments on moderation activity

General observations from visits

Centres have started to give more detail relating to merit. There is good use of the Assessment Comment Form showing where candidates had passed, passed with merit or required remediation. Internal moderation was also recorded on this form.

The previous report had indicated that it would be good practice to develop checklists to indicate where the range items were being covered. Checklists had been developed by the centres and found to be excellent.

Good packs containing current specification, summative assessment instructions, conditions of assessment, Unit reassessment policy, teaching materials, merit statement, as well as notes stating which assessors are delivering the Units, signed and dated by internal moderator.

Other Centres used:

Well maintained Unit Master Folders.

All Master Folders (Curriculum Packs) included up-to-date Unit Specifications, Instruments of Assessment, Action Plans and Merit Statements.

Internal moderation

Very thorough internal verification process – this process was well documented and there is clear evidence that issues are discussed and actioned.

Good system of internal moderation in place. Good feedback given to students after assessment. Good standardisation of marking across assessors and the team make decisions on allocation of merit.

A pre-delivery moderation form is completed and given to Quality Manager and a copy is placed in the Master Folder.

Centre has a robust internal moderation – before, during and after assessment – well documented.

Written feedback could be increased to include positive feedback e.g. reasons for achievement, not just to identify deficiencies in student work. It would be useful to include a record of sampling of completed student work and feedback to assessors in the Unit Master Folders.

Monitoring Standards Project

A team of 3 took part in this project which involved looking at material from 28 colleges.

We looked at material relating to the following Units:

Using Information Technology in Business; Database and Word Processing
Office Administration
Presenting Business Information

Material collected for all Units was of good quality.

Assessment instruments used by centres were all appropriate to the award.

Assessment decisions were valid and reliable.

Specific issues identified

These awards have been in place for a number of years now and there are no areas of common misunderstanding.

SQA procedures are very straightforward and again there are no areas of common misunderstanding.

SQA administration is excellent, supportive and informative. The publication of the previous report is very helpful.

There were no areas of difficulty in moderating.

Feedback to centres

Assessors, Internal Moderators and External Moderators find the Master Folders most helpful – containing current specification, instruments of assessment, conditions of assessments, reassessment policy and criteria for merit.

Assessment materials were well presented and well addressed.

Good Internal Moderation policy and procedures.

Centres have over the last few years developed good checklists as a way of ensuring full coverage of performance criteria and range. This is good practice.

Centres are displaying the reasons for awarding merit –this fuller explanation is very helpful.

Centres have developed their own locally themed assessment instruments.

With the increased use of IT facilities the presentation of candidate evidence is excellent.

Any good practice developed over the years will be transferable to the new HNC/HND.