

24 February 2004

To: SQA Co-ordinator
Directors of Education

**For the attention of all staff responsible for the
delivery of National Qualifications in Classics
(Latin, Classical Greek, Classical Studies)**

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

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Dear Colleague

National Qualifications — Classics (Latin, Classical Greek, Classical Studies)

Guidance material

New guidance has been prepared with regard to assessment of Investigation for Standard Grade Latin and Standard Grade Classical Greek. This guidance is available on the dedicated pages for Latin and Classical Greek on SQA's website (www.sqa.org.uk).

Candidate Guides have been prepared for Higher Latin, Higher Classical Greek and Higher Classical Studies. These Candidate Guides are available on the dedicated pages for Latin, Classical Greek and Classical Studies on SQA's website.

The list of principal parts of certain verbs required for Higher Classical Greek has also been posted on the dedicated webpage for Classical Greek.

National Assessment Bank (NAB)

The general principle in the new NAB material is that internal assessment in each component Unit of a Course should be conducted through one end-of-Unit assessment, testing content and skills over the complete Unit.

For Interpretation and Translation in Latin and Classical Greek, the new NAB material has been designed to offer the possibility of use for a prelim also. Centres are reminded, however, that evidence of a separate pass for each Unit is still required, even if Unit assessment is conducted within a prelim. A total score in a prelim (where good performance in one section may compensate for poor performance in another section) may help to provide a basis for an estimate, and a prelim will provide an opportunity for practice for the examination, but evidence of a pass in each of the component Units of the Course is required for purposes of certification.

Estimates and evidence for appeals

With regard to estimates and evidence for appeals, centres are reminded that suitability of assessment material is only one factor. Other factors are the standard of marking (neither too lenient nor too severe) and the quality of responses from the candidate. Evidence from later in the Course is likely to be more accurate and more convincing than evidence from earlier in the Course. The centre must be able to guarantee that the assessment material has not been seen previously by the candidates concerned. Other aspects are coverage of syllabus, relevance of candidates' answers to the questions set, and inclusion by the centre of details of dates and circumstances of assessments, together with the marking instructions used, the marks awarded, and the cut-off scores applied, for any evidence submitted.

Operational Guide for Centres

The Operational Guide for Centres —a general document available on SQA's website (www.sqa.org.uk) — contains details of exact dates for collection of candidate submissions (Investigations and Dissertations) in 2004.

If, in exceptional circumstances, an extension of time is being requested for any candidate for submission of material, the centre should contact the SQA staff who deal with special arrangements (tel: 0131-561 6890) as soon as possible.

Centres are advised to ensure that all submissions for Investigation in Standard Grade Latin and Classical Greek are in accordance with the requirements for numbers of words. Candidates should be reminded that any Investigation exceeding 1,200 words will be downgraded.

Grade D award

The compensatory award is to be replaced by a grade D award (at the level of the Course taken) in and after the 2004 examinations. Further details are available from SQA on request.

Yours faithfully



Miss B Loney
Qualifications Manager