

NQ Home Economics Advanced Higher Course material checklist

The essentials

| What do I need? | Why? | Where can I find it? | When is it published? |
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| Arrangements documents | Provides essential information on all aspects of Course content and assessment. | www.sqa.org.uk >NQ Home Economics > Arrangements Documents | The Arrangements documents are updated as and when necessary. |
| Guidance Documents — Teacher/Lecturer and Candidate | Gives guidance for teachers/lecturers and candidates on how to complete the Practical Assignment. | www.sqa.org.uk >NQ Home Economics > Guidance Documents | The guidance documents are revised and updated annually. |
| Dissertation Pro forma Cover | To be downloaded and completed by candidates for submission to SQA (see Operational Guide for submission dates). | www.sqa.org.uk >NQ Home Economics > Practical Assignment and Technological Project Proformas | The pro forma covers are replaced on an annual basis. |
| Question Paper Specification | Outlines the format and the mark allocation of the Question Paper. | www.sqa.org.uk > NQ Home Economics > Arrangements Documents and Question Paper Specifications | These documents are revised and updated as and when necessary. The most recent versions are available from SQA's website. |
| Operational Help Centre | Provides information relevant to the certification of National Qualifications. Also outlines submission dates and instructions. | www.sqa.org.uk >NQ Home Economics > Operational Help Centre (bottom left under Top Downloads) | Published in August to centres and uploaded on to SQA's website in October |
| National Assessment Bank Materials | Essential instruments of assessment containing marking guidelines and other useful information relating to internal assessment. | Please see your SQA Co-ordinator for access to materials | These documents are updated as and when necessary. A list of what NABs are available is on SQA's main website (www.sqa.org.uk > NQ Home Economics > National Assessment Bank Materials). |
| Subject Update Letters | Details developments in Home Economics and Hospitality Courses. | www.sqa.org.uk >NQ Home Economics > Update Letters | Twice a year in autumn/winter and spring/summer. |

Understanding Standards

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| Exemplification material | Exemplifies marking of the question paper. A highly useful means of understanding the application of SQA standards. | www.sqa.org.uk >NQ Home Economics > Exemplification material | Exemplification material is updated as and when necessary. |
| Marking instructions | Provides comprehensive answers to the Question Paper following completion of the examination diet. Useful when creating prelims. | www.sqa.org.uk >NQ Home Economics > Marking Instructions | Annually following the completion of the examination diet. |
| Specimen Question Papers | Demonstrate format of question paper and style of question | www.sqa.org.uk >NQ Home Economics > Specimen Question Papers | Specimen question papers will only be updated following a change to the format of the question paper. |
| Evaluation Skills in Home Economics | Contains: Candidate Workbook and Marking Instructions, Candidate and Teacher Guides, and additional questions across all levels. A workbook that provides candidates with the opportunity to practise evaluation style questions that are relevant to the Course they are studying. | Please see your SQA Co-ordinator for access. | This document was published in January 2002. |

Feedback on the diet

| What do I need? | Why? | Where can I find it? | When is it published? |
|-----------------------------------|---|---|--|
| Internal Assessment Report | Provides details of entry numbers, distribution of awards, grade boundaries and passmarks, and general comments on candidate performance. | www.sqa.org.uk >NQ Home Economics > Internal Assessment Report | Annually following the completion of the examination diet. |
| External Assessment Report | Covers general and specific issues arising from central and visiting verification, such as centre and candidate performance. | www.sqa.org.uk >NQ Home Economics > External Assessment Report | Annually following the completion of the examination diet. |
| Statistics | Provides details of pre-Appeal results for all NQ Courses for all candidates. | www.sqa.org.uk > Choose a section (top right hand side of the homepage > Statistics | Annually following the completion of the examination diet. |

Other useful documents

| What do I need? | Why? | Where can I find it? | When is it published? |
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| Estimates, Absentees and External Assessment Appeals | Gives generic and subject-specific guidance on evidence requirements, absentee consideration and external assessment appeals. | www.sqa.org.uk > NQ Home Economics > Estimates, Absentees and External Assessment Appeals | This document is updated as and when necessary. |
| Appeals Exemplification | Provides generic guidance on the Appeals process and producing exemplification material. | The secure area of SQA's website — please see your SQA Co-ordinator for access. | This document was published in April 2005 (please note, the specific information contained within the document relates to Higher level). |
| Approvals | Details the steps taken in the Approval process. | www.sqa.org.uk > Approval (from Choose a Section on the right-hand side of the homepage) > Approval Process | Documents can be downloaded if required. |
| Assessment arrangements | Guides for centres and candidates on who can benefit from additional support and assessment arrangements, what kinds of arrangements are available, and how to request them. | www.sqa.org.uk > Publications, Sales and Downloads (from Choose a Section on the right-hand side of the homepage) > Information for Centres > Assessment Arrangements | These documents are updated as and when necessary. |
| Verification | Outlines the Verification process and details why it takes place. | www.sqa.org.uk > Verification (from Choose a Section on the right-hand side of the homepage) | There is no document for schools to download here. Information provided can be printed off directly from the page. A guide for colleges can be downloaded (Moderation Visits — a Guide for Colleges and ETPs). |
| Quality Assurance and Assessment | Provides an overview of assessment/quality assurance processes, the validation of SQA's qualifications and Approvals. | www.sqa.org.uk > Publications, Sales and Downloads (from Choose a Section on the right-hand side of the homepage) > Information for Centres > Assessment and Quality Assurance > Guide to Assessment and Quality Assurance for Secondary Schools | This document is updated as and when necessary. |

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| <p>Calendar of Key Dates</p> | <p>Provides subject-specific keys dates of distribution of materials by SQA, and submission of materials by centres. Please note these are approximate dates, and are subject to change on an annual basis.</p> | <p>www.sqa.org.uk > NQ Home Economics > Calendar of Key Dates Home Economics and Hospitality</p> | <p>This document is updated as and when necessary. The most up-to-date version available was published in August 2003 (3rd Version).</p> |
| <p>Exam Papers – the whole story!</p> | <p>Details the steps taken in the production of exam papers</p> | <p>www.sqa.org.uk > About SQA (top of homepage) > How we operate</p> | <p>There is no document for download here. Information provided can be printed off directly from the page.</p> |