

## NQ Home Economics Intermediate 2 Course material checklist

### The essentials

What do I need?	Why?	Where can I find it?	When is it published?
<b>Arrangements documents</b>	Provides essential information on all aspects of Course content and assessment.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Arrangements Documents</a>	The Arrangements documents are updated as and when necessary.
<b>Guidance Documents — Teacher/Lecturer and Candidate</b>	Gives guidance for teachers/lecturers and candidates on how to complete the Practical Assignment.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Guidance Documents</a>	The guidance documents are revised and updated annually.
<b>Technological Project Pro formas</b>	To be downloaded and completed by candidates for submission to SQA (see Operational Guide for submission dates).	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Practical Assignment and Technological Project Proformas</a>	The pro forma covers are replaced on an annual basis. The blank pro formas generally remain unchanged. Any amendments that are carried out are documented in a letter to centres.
<b>Practical Assignment Briefs</b>	Detail the briefs to be followed by candidates when carrying out the Practical Assignment.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > NQ Home Economics > <a href="#">Practical Assignment and Technological Project Briefs</a>	These documents are updated annually. The most recent versions are available from SQA's website.
<b>Question Paper Specification</b>	Outlines the format and the mark allocation of the Question Paper.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > NQ Home Economics > <a href="#">Arrangements Documents and Question Paper Specifications</a>	These documents are revised and updated as and when necessary. The most recent versions are available from SQA's website.
<b>Operational Help Centre (formerly Operational Guide)</b>	Provides information relevant to the certification of National Qualifications. Also outlines submission dates and instructions.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Operational Help Centre</a> (bottom left under Top Downloads)	Published in August to centres and uploaded on to SQA's website in October
<b>National Assessment Bank Materials</b>	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 ( <a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > NQ Home Economics > <a href="#">National Assessment Bank Materials</a> ).
<b>Subject Update Letters</b>	Details developments in Home Economics and	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home	Twice a year in autumn/winter and spring/summer.

	Hospitality Courses.	Economics > <a href="#">Update Letters</a>	
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## Understanding Standards

What do I need?	Why?	Where can I find it?	When is it published?
<b>Exemplification material</b>	Exemplifies marking of the Technological Project and Question Paper. A highly useful means of understanding the application of SQA standards.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Exemplification material</a>	Exemplification material is updated as and when necessary.
<b>Marking instructions</b>	Provides comprehensive answers to the Question Paper following completion of the examination diet. Useful when creating prelims.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Marking Instructions</a>	Annually following the completion of the examination diet.
<b>Specimen Question Papers</b>	Demonstrate format of question paper and style of question	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Specimen Question Papers</a>	Specimen question papers will only be updated following a change to the format of the question paper.
<b>Evaluation Skills in Home Economics</b>	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?
<b>Internal Assessment Report</b>	Provides details of entry numbers, distribution of awards, grade boundaries and passmarks, and general comments on candidate performance.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">Internal Assessment Report</a>	Annually following the completion of the examination diet.
<b>External Assessment Report</b>	Covers general and specific issues arising from central and visiting verification, such as centre and candidate performance.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> >NQ Home Economics > <a href="#">External Assessment Report</a>	Annually following the completion of the examination diet.
<b>Statistics</b>	Provides details of pre-Appeal results for all NQ Courses for all candidates.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > Choose a section (top right hand side of the homepage > <a href="#">Statistics</a>	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?
<b>Estimates, Absentees and External Assessment Appeals</b>	Gives generic and subject-specific guidance on evidence requirements, absentee consideration and external assessment appeals.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > NQ Home Economics > <a href="#">Estimates, Absentees and External Assessment Appeals</a>	This document is updated as and when necessary.
<b>Appeals Exemplification</b>	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).
<b>Approvals</b>	Details the steps taken in the Approval process.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > Approval (from Choose a Section on the right-hand side of the homepage) > <a href="#">Approval Process</a>	There is no document to download here. Information provided can be printed off directly from the page.
<b>Assessment arrangements</b>	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.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > Publications, Sales and Downloads (from Choose a Section on the right-hand side of the homepage) > Information for Centres > <a href="#">Assessment Arrangements</a>	These documents are updated as and when necessary.
<b>Verification</b>	Outlines the Verification process and details why it takes place.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > <a href="#">Verification</a> (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).
<b>Quality Assurance and Assessment</b>	Provides an overview of assessment/quality assurance processes, the validation of SQA's qualifications and Approvals.	<a href="http://www.sqa.org.uk">www.sqa.org.uk</a> > Publications, Sales and Downloads (from Choose a Section on the right-hand side of the homepage) > Information for Centres > Assessment and Quality Assurance > <a href="#">Guide to Assessment and Quality Assurance for Secondary Schools</a>	This document is updated as and when necessary. The most up-to-date version available was published in August 2003 (3 <sup>rd</sup> Version).

<p><b>Calendar of Key Dates</b></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><a href="http://www.sqa.org.uk">www.sqa.org.uk</a> &gt; NQ Home Economics &gt; <a href="#">Calendar of Key Dates Home Economics and Hospitality</a></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><b>Exam Papers – the whole story!</b></p>	<p>Details the steps taken in the production of exam papers</p>	<p><a href="http://www.sqa.org.uk">www.sqa.org.uk</a> &gt; About SQA (top of homepage) &gt; <a href="#">How we operate</a></p>	<p>There is no document for download here. Information provided can be printed off directly from the page.</p>