NQ Home Economics Standard Grade Course material checklist

The essentials

What do I need?	Why?	Where can I find it?	When is it published?
Arrangements documents	Provides essential information on all aspects of Course content and assessment.	**www.sqa.org.uk** >NQ Home Economics > Arrangements Documents	The Arrangments documents are updated as and when necessary. The most up-to-date document was published in 1994.
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 as and when necessary.
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 and marking schemes for use in and after 2007 were added to the SQA website in October 2006 and are available for Foundation, General and Credit levels.
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.	The secure area of SQA's website — 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?
Estimates, Absentees and External Assessment Appeals	Gives generic and subject-specific guidance on evidence requirements, absentee consideration and 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. The most up-to-date version available was published in April 2004.
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.

Calendar of Key Dates	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.	**www.sqa.org.uk >** NQ Home Economics > Calendar of Key Dates Home Economics and Hospitality	This document is updated as and when necessary.
Exam Papers – the whole story!	Details the steps taken in the production of exam papers	**www.sqa.org.uk >** About SQA (top of homepage) > How we operate	There is no document for download here. Information provided can be printed off directly from the page.