

NQ History Higher Course material checklist

The Essentials

What do I need?	Why?	Where can I find it?	When is it published?
Arrangements Document	Provides essential information on all aspects of Course content and assessment.	www.sqa.org.uk > NQ> Subjects> History> Arrangements Documents	The Arrangements documents are updated as and when necessary. The most up-to-date document is version 5, March 2007.
Extended Essay Plan	To be downloaded and completed by candidates for submission to SQA.	www.sqa.org.uk > NQ> Subjects> History> History Plans> Higher	The Extended Essay Plan is replaced on an annual basis.
Extended Essay External Assessment Flyleaf	To be downloaded and completed by candidates for submission to SQA.	On SQA secure website. Please contact your SQA Co-ordinator for access to materials.	The external assessment flyleaf is replaced on an annual basis and will be made available from February for that years examination.
Extended Essay Submission Notes	Provides guidance relating the submission of candidates' Extended Essays.	On SQA secure website. Please contact your SQA Co-ordinator for access to materials.	The Extended Essay submission notes are replaced on an annual basis.
National Assessment Bank Materials	Essential instruments of assessment containing marking guidelines and other useful information relating to internal assessment.	On SQA secure website. Please contact your SQA Co-ordinator for access to materials.	These documents are updated as and when necessary. A list of NABs available can be found on the History section of SQA's main website- www.sqa.org.uk > NQ> Subjects> History> National Assessment Bank Materials
Subject Update Letters	Details developments in History Courses.	www.sqa.org.uk > NQ> Subjects> History> Update Letters	Usually once a year in autumn/winter with supplements as necessary.

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Operational Help Centre (formerly Operational Guide)	Provides information relevant to the certification of National Qualifications. Also outlines submission dates and instructions.	www.sqa.org.uk > SQA > News > Operational Help Centre	Published in August to centres and uploaded on to SQA's website in October.
Conditions and Arrangements	Provides a summary of the Course requirements.	www.sqa.org.uk > NQ> Conditions & Arrangements 2008/09	Annually in time for the start of the new session in August.

Understanding Standards

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Specimen Question Paper	Demonstrates the format of question paper and style of question.	www.sqa.org.uk > NQ> Subjects> History> Specimen Question Paper	Specimen question papers will only be updated following a change to the format of the question paper. A revised version based on the 2006 operational paper was published in summer 2007.
Course Assessment Specification	Outlines the structure and mark allocation of the Course Assessment.	www.sqa.org.uk > NQ> Subjects> History> Specimen Question Paper (pp2-4)	Course Assessment Specification will only be updated following a change to the format of the question paper.
Exemplification of Use of Mark Grid	Exemplifies the marking of an Extended Essay, using the grid.	On SQA secure website. Please contact your SQA Co-ordinator for access to materials.	This material is revised and updated as and when necessary.
Past Papers	Provides past External Course Assessment papers, from 2007 onwards, to download.	www.sqa.org.uk > NQ> Subjects> History> Past Papers	Annually following the completion of the examination diet.
Marking Instructions	Provide comprehensive answers to the External Course Assessments from 2003 onwards. Useful when creating prelims.	www.sqa.org.uk > NQ> Subjects> History> Marking Instructions	Annually following the completion of the examination diet.

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Understanding Standards exemplars	Provide examples of candidate responses and feedback on user's marking of these.	www.sqa.org.uk > A-Z Index> Understanding Standards> visit the Understanding Standards website> History> Higher> Marking Guidelines	Updated as required. Examples for Paper 2 are available. Extended Essay materials are currently being updated. Paper 1 examples are based on 25 marks and will be replaced shortly.

Feedback on the diet

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External Assessment Reports (formerly Principal Assessor Reports)	Provides details of entry numbers, distribution of awards, grade boundaries and passmarks, and general comments on candidate performance.	www.sqa.org.uk > NQ> Subjects> History> External Assessment Reports	Annually following the completion of the examination diet.
Internal Assessment Reports (formerly Senior Moderator/ Verifier Reports)	Covers general and specific issues arising from central and visiting moderation, such as centre and candidate performance.	www.sqa.org.uk > NQ> Subjects> History> Internal Assessment Reports	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 > A-Z Index> Statistics	Annually following the completion of the examination diet.
The Scottish Standard	Explains how SQA maintains qualification and assessment standards.	www.sqa.org.uk > The Scottish Standard	This material is revised and updated as and when necessary.

Other useful documents

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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> Estimates, Absentees and Assessment Appeals 2009	This document is updated as and when necessary. The most up-to-date version available was published in June 2008.

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Appeals Exemplification	Provides generic guidance on the Appeals process and producing exemplification material.	On SQA secure website. Please contact your SQA Co-ordinator for access to materials.	This document was published in November 2003 (please note, the specific information contained within the document relates to Higher level).
National Qualifications : How Awards are Made	Describes the quality assurance procedures carried out each year to ensure awards made to NQ candidates are fair and that standards are rigorously maintained from year to year.	www.sqa.org.uk > NQ> How Awards are Made	These documents are updated as and when necessary.
Approvals	Details the steps taken in the Approval process. Schools and colleges are automatically approved for this Course.	www.sqa.org.uk > A-Z Index> Approval	There is no document to download here. Information provided can be printed off directly from the page.
Assessment Arrangements for Candidates with Disabilities	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 > A-Z Index> Assessment Arrangements	These documents are updated as and when necessary.
Verification (formerly Moderation)	Outlines the Verification process and details why it takes place.	www.sqa.org.uk > A-Z Index> Verification	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 (Verification Visits - a Guide for Colleges and ETPs).

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Quality Assurance and Assessment	Provides an overview of assessment/quality assurance processes, the validation of SQA's qualifications and Approvals.	www.sqa.org.uk > A-Z Index> Publications, Sales and Downloads> Information for Centres > Assessment and Quality Assurance > Guide to Assessment and Quality Assurance for Secondary Schools	This document is updated as and when necessary. The most up-to-date version available was published in August 2003 (Third Version).

Learning and Teaching Materials

Teaching materials for NQ Courses are developed and published by LTScotland. There are some available for this Course. They can be accessed via the LTS website (<http://www.ltscotland.org.uk/nq/subjects/history.asp>).