

Prior verification

Notes of guidance to centres

General

Prior verification is the process by which centres seek validation of an internally produced assessment scheme before embarking on the Unit/Course to which it applies. Where the outcome of prior verification is successful, this process will ensure that the instruments of assessment (IA) being used within the centre are deemed by SQA to be valid, and that the checking of this aspect during any verification exercise will not be required.

Where NAB materials have been used as a basis for an internally devised assessment scheme or have been amended for a centre's particular purposes, centres should only submit these for prior verification where **significant** changes have been made to the published NAB.

The **only** material eligible for prior verification is assessment material before its use. Any material not falling into this category will be returned without having been scrutinised.

Role of the centre

When submitting an assessment scheme for prior verification, centres must include:

- ◆ Each instrument of assessment
- ◆ Materials which show what the candidates are asked to do if IA is unclear on the tasks which have to be undertaken to achieve the outcomes/performance criteria
- ◆ Marking guidance showing how each instrument of assessment is to be applied
- ◆ A completed prior verification request form.

Prior verification arrangements

Centres requesting prior verification must complete and submit the Prior Verification Request Form along with the assessment scheme and any supporting documentation. A separate form for each assessment scheme is required. Verifiers will use the accompanying Assessment Scheme Checklist when carrying out prior verification/validation.

Once prior verification has taken place SQA will inform the centre of the outcome within four weeks of receipt.

Role of the Verifier

The Verifier will make a decision on the centre's instrument of assessment and marking guidelines submitted for prior verification and will also provide feedback to the centre on the validity of the assessment scheme, including guidance where problems are identified.

National Assessment Bank

Material submitted for prior verification for National Qualifications, Access to Advanced Higher, may be suitable for inclusion in the National Assessment Bank. Centres should complete the appropriate section of the Prior Verification Request Form to indicate whether or not they are willing to allow their assessment scheme to be put forward for possible inclusion in the National Assessment Bank.

Verification Exercise

When an assessment scheme has been successfully prior verified the material will be stamped with SQA's validation mark. Where the assessment scheme is subsequently used and the associated Unit is selected for verification, the stamped version must be included with the candidate evidence submitted/available for the verification exercise. This will indicate to the verifier that the assessment scheme has previously been validated by SQA.