

Autumn 2009

To: SQA Co-ordinators  
LEA  
Directors of Education  
Customer Accounts Managers  
All centres

Action by Recipient
Response required
Note and pass on
✓ Note — update/information only

Contact: Lesley Clark at Glasgow  
Direct line: 0845 213 5490  
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Dear Colleague

### **National Qualifications update — Technical Education**

The contents of this update, which provides information and advice to centres in relation to National Qualifications in Technical Education Courses at all levels, should be passed to the members of staff responsible for these subjects.

### **Julie Dowling — Qualifications Officer, Technical Education**

We would like to take this opportunity to introduce and welcome our new Qualifications Officer for Technical Education, Julie Dowling. Julie has been working for SQA for over four years and has recently joined our team. Julie's contact details can be found at the end of this update.

### **General issues**

#### **Appointees**

##### *Examination teams*

We would like to express our gratitude and extend our thanks to all those who have undertaken duties in session 2008/09. We appreciate the work that all the teams carry out and look forward to continuing working with them during session 2009/10.

##### *Markers*

Marking is an extremely important, and highly valued, component of the education system in Scotland. Many teachers carry out the role in order to further their own understanding of the examination process, and as part of their Continuous Professional Development. If you are interested in becoming a Marker for next year's diet of examinations and have at least three year's experience of teaching in the

relevant subject and level, please complete an appointee application form, which can be downloaded from the Appointee Management page of SQA's website ([www.sqa.org.uk/am](http://www.sqa.org.uk/am)), and return it to [am@sqa.org.uk](mailto:am@sqa.org.uk).

### *Verifiers*

We are grateful to the appointees who carry out this role and would encourage others to become involved. Many teachers carry out this role to further their own understanding of the Courses, and as part of their Continuous Professional Development. If you are interested in becoming a Verifier and have at least three years relevant experience, please complete an appointee application form, which can be downloaded from the Appointee Management page of SQA's website ([www.sqa.org.uk/am](http://www.sqa.org.uk/am)), and return to [am@sqa.org.uk](mailto:am@sqa.org.uk).

### **Assessment Panel**

The next time the Panel will meet is on 10 November 2009. If you have any issues/questions you would like to bring to the attention of the Panel, please get in touch with us by the end of October 2009.

### **External and Internal Assessment reports**

These reports will be available from SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)) by the end of October. I recommend that you take time to read through these reports as they contain useful feedback on diet 2009. This includes information about areas in which candidates performed well, together with advice to centres about areas in which they found difficulties.

### **Continuous Professional Development (CPD) events**

We will be holding the following CPD events this session:

- ◆ Higher Product Design — Professional Development Workshop

This event, which is focused on the Design Assignment, is being held in Stirling on Saturday 7 November 2009. For more information and a registration form, please go to [www.sqa.org.uk/pdws](http://www.sqa.org.uk/pdws).

- ◆ Higher Graphic Communication — Understanding Standards Workshop

This all-day event, to be held in Stirling on Monday 16 November 2009, is provided free of charge and is an ideal opportunity for those delivering the Course to familiarise themselves with both the external verification process and the standards applied in the marking of the Thematic Presentation. The event will include opportunities to assess exemplar folios to come to an understanding of where marks can or cannot be awarded in the Thematic Presentation.

For more information and a registration form please go to the Graphic Communication page of SQA's website.

- ◆ Advanced Higher Product Design — Understanding Standards Workshop

This event is being held in Stirling on Monday 8 February 2010. More details will be sent to centres shortly.

## **Subject-specific information**

### **Graphic Communication**

#### *Advanced Higher Graphic Communication*

Following stakeholder feedback, we have made some alterations to the Course Arrangements document for Advanced Higher Graphic Communication that will take effect in session 2009/10.

We have not added or removed content from the Course; the alterations are in place to add clarity to that which is already there. Consequently, there is no alteration to the National Assessment Bank materials. A summary of the changes can be found on page 2 of the Course Arrangements document.

#### *NQ Coursework*

The updated guidance documents and student records are available for use and can be downloaded from the NQ Graphic Communication pages of SQA's website. Please note that this year there have been no alterations to the marking; however there has been a slight revision to the wording on the cover of the student record.

### **Practical Craft Skills**

#### *Course Projects*

Course Projects can now be accessed from our secure website, which SQA Co-ordinators have access to. Projects currently available are:

- |             |   |
|-------------|---|
| Woodworking | Clock (Int 1 & 2), Wall Cabinet (Single Door) (Int 1), Wall Cabinet (Single Door) (Int 2), Granddaughter Clock (Int 1), Granddaughter Clock (Int 2) |
| Engineering | Bike Repair Clamp (Int 1 & 2), Wind Vane (Int 1), Wind Vane (Int 2), BBQ Stand (Int 1 & 2)  |

Centres wishing to use their own projects are advised to have them prior verified. Prior verification forms are available from the Practical Craft Skills page of SQA's website:

**<http://www.sqa.org.uk/sqa/21304.html>**

We welcome new project ideas. If you have a project which you think would be suitable then please submit it for prior verification as above with a note indicating if you would be happy for it to be added to the list of national projects.

#### *Verification*

All Unit evidence must be retained for three weeks after the completion date to allow for Unit Verification if selected. It should be noted that selection for Course Project Verification does not exclude the possibility of Unit Verification and so evidence must still be retained even if selected for Course Verification.

## **Product Design**

### *Design Assignments*

Design Assignments for the 2010 Intermediate 2 and Higher Product Design examinations will be issued to schools at the end of January 2010. Numbers and levels issued are based on entry figures available in December 2009. Please ensure that you have your entries in by this date as otherwise you will not receive copies of the Design Assignments.

The Design Assignment and question paper are used together to determine the Course grade. Candidates must, therefore, attempt the Design Assignment that matches the level of question paper that they will sit. It is essential that candidates attempt the correct Design Assignment as the mark for a Higher Design Assignment cannot be combined with the mark for an Intermediate 2 question paper or vice versa.

It is also important that candidates write their name and centre on each sheet (maximum of eight) of their Design Assignment. Sheets should be numbered to show the total number submitted and the sequence.

### *Visits to Central Marking 2009*

We invited Local Authorities to nominate teachers interested in observing this years' Higher Product Design Central Marking.

The feedback from this was excellent and we hope to repeat it in diet 2010.

### *Estimates*

Please remember that estimates should be based on estimated performance in **both** the question paper and the Design Assignment. This can be done by adding the mark for a prelim paper to an estimated mark for the Design Assignment. More information can be found in the Course Arrangements document and the Course Assessment Specification which are available from our website.

### *Visiting Verification*

Visiting Verification continues to be very successful with many centres benefiting from immediate feedback and advice from the visiting Verifier. For this reason we intend to continue providing a mixture of visiting and central Verification during session 2009/10.

### *Candidate progress sheets*

Candidate progress sheets for each Unit are available from our secure website.

### *Higher*

Updated exemplification of the Design Assignment based on diet 2009 has been published on our secure website.

Should you require any further information regarding the content of this letter or any other matter relating to Technical Education Courses, please contact Dave, Julie or myself using the contact details provided.

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0845 213 5282

Yours sincerely

A handwritten signature in black ink that reads "Lesley Clark". The signature is written in a cursive style with a large, looped 'L' and a distinct 'C'.

Lesley Clark  
Qualifications Manager  
Science and Technology