



**National Qualifications 2011
Internal Assessment Report
Accounting and Finance**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

National Qualifications (NQ) Awards

Titles/levels of NQ Awards verified

The following component Units selected from 18 schools were externally verified at a central verification event on 13 April 2011:

Financial Accounting: DF47 10 001, DF47 11 001, DF47 12 001, DF47 12 002, DF47 13 001

Management Accounting: DF4T 10 001, DF4T 11 001, DF4T 12 001, DF4T 12 003

General comments

Verifiers found that the standard of NABs submitted for verification was good for all levels. It was clear from the evidence that the vast majority of centres had a clear understanding of the national standards required and applied these standards to the marking of NABs.

However, some centres are still not using the most up-to-date NABs. Centres must check SQA's secure website to ensure that they have used the current NAB. Failure to do so could result in a centre being Not Accepted and candidates being penalised by having to sit another NAB.

Course Arrangements documents, Unit specifications, instruments of assessment and exemplification materials

From the evidence presented by centres, it was clear that they were familiar with the Unit specifications, instruments of assessment and exemplification materials.

Evidence Requirements

In general, centres demonstrated a clear understanding of the evidence required for the calculation questions in the NABs.

However, centres still need to be careful when marking theory answers as some centres tended to be lenient in this area, awarding marks, particularly at Higher and Advanced Higher level, for very sketchy or even wrong answers. This could be a problem for candidates on borderline passes.

Centres also need to be aware that they must award marks for consequentially correct answers, particularly in the Management NABs.

Administration of assessments

All centres used SQA NABs in their assessment and, in general, marked to the appropriate standard.

Many centres gave candidates excellent written feedback when marking NABs and this is to be commended and encouraged.

In general, the marking of calculation questions was of a high standard in Financial Accounting NABs and complied with SQA solutions. However, this was not always the case in Management Accounting where consequentiality was not applied. This failure to apply consequentiality resulted in some candidates gaining passes at verification when the centre had failed them.

Most centres submitted scripts where there was clear evidence of internal verification. It is to the centres' benefit to ensure that scripts submitted do show this evidence. Verifiers look for it and will comment if there is no clear evidence (eg cross-marking with different coloured pen) on the External Verification Report forms returned to the centre. It is recommended that between 10–15% of scripts should be cross-marked by centres.

Some verification systems applied by centres were more informative than simple ticks in different coloured ink. Grids were submitted for candidates showing variances between Marker and Internal Verifier and details of discussions on the appropriate marks to be awarded. This is to be commended.

Areas of good practice/areas for improvement

Throughout the verification procedure areas of good practice and innovation were noted by the Verifiers. These included:

- ◆ Submission of material for verification including:
 - Use of up-to-date NABs
 - Solutions annotated for any additional points accepted by centre
 - Front grids on candidates' scripts completed accurately
 - Details of verification procedures applied by centre
 - Scripts showing evidence of internal verification
- ◆ Excellent written feedback to candidates on problem areas with their solutions.
- ◆ Rigorous verification procedures where detailed records of variations in script marking were noted and discussed.
- ◆ Clear proof of verification being carried out using different coloured ink making it easy for Verifiers to see the procedure.
- ◆ Excellent system of verbal re-assessment was used by one centre and they are to be commended for this rigorous assessment procedure. It included:
 - A number of questions based on whole NAB syllabus
 - A candidate was asked questions by a member of staff and answers written down
 - The questions and answers along with the marking were submitted by the centre along with the candidate's script

Specific areas for improvement

Centres should consider the following areas for improvement:

- ◆ Check that they are using the most up-to-date NABs.
- ◆ Marking of theory — bracket the point made by the candidate gaining the award and put the mark beside it, not in the margin. It may be beneficial to candidates to give them definitions of accounting terms to learn.
- ◆ As in previous years, Verifiers would ask that actual marks and not ticks be used when marking NABs.
- ◆ Details and explanation of internal verification procedures should be included with material submitted for verification.
- ◆ Procedures for verbal assessment should be introduced and clearly documented.
- ◆ Centres must check the marking conventions before beginning to mark NABs and ensure that they are applied rigorously, particularly consequentiality.

- ◆ Where a candidate has the correct answer this should be awarded full marks, even if working is missing.
- ◆ Ensure that consequentiality is applied throughout marking of all NABs.
- ◆ Completion of total on the front grid (and sub-totals throughout the script) would assist in verification procedures.