



National Qualifications 2015 Internal Assessment Report Administration

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

National Qualifications (NQ) Units

Titles/levels of NQ Units verified:

DM3P 10, 11, 12 Administrative Services

DM3T 10, 11 Presenting and Communicating Information

DM3V 12 Information Technology for Management

General comments

Centres had included all documentation and sample evidence as requested and had made appropriate judgements in applying the national standards.

In many centres there was excellent evidence of a robust internal verification system being implemented. This is good practice and helps to ensure consistency in marking and standardisation across assessors. Internal verification is seen by most centres as standard practice and this is to be encouraged as it supports the assessment process.

There was also some good use of formative assessment. Unlike external assessments, comments can be written on internal assessments for formative purposes. This is helpful to show candidates why marks were or were not awarded. This can also be particularly helpful in preparing candidates for further assessment, re-assessment or for external assessment.

Unit specifications, instruments of assessment and exemplification materials

Instruments of assessment from the National Assessment Bank were used to generate evidence.

The centres that were sampled displayed a good understanding of the Unit specifications.

There was a high level of consistency with national standards in assessment.

Evidence Requirements

The National Assessment Bank material clearly indicated the Evidence Requirements for each Unit. It was also clear that candidates had a good knowledge of all the Units and centre staff had been effective in preparing candidates for assessment.

Administration of assessments

It was very clear from the VS Form which candidates had passed or failed and which NAB had been used for each candidate.

Evidence was well presented and well assessed. Appropriate substitute evidence was included where needed.

Marking schemes were applied correctly and in line with national standards. Annotations were used to show where the centre had awarded marks for additional points not covered in the original marking scheme. Some centres used brackets to indicate where marks were awarded — this is in line with practices used during external examinations.

Areas of good practice

- ◆ All evidence was supplied as requested
- ◆ Appropriate substitute evidence was included where needed
- ◆ All necessary documentation was made available
- ◆ National Assessment Bank instruments used
- ◆ Marking schemes and updated marking schemes used (with extra scoring points)
- ◆ It was easy to see where marks had been allocated. Some centres used brackets to indicate where marks had been allocated
- ◆ There were some good examples of formative assessment comments — this is particularly helpful in preparing candidates for further assessment, re-assessment and for external assessment
- ◆ There were some excellent examples of very effective internal verification