

# **Project-based National Courses: procedural guide for centres**

April 2001

Publication code: A1312

Published by the Scottish Qualifications Authority  
Hanover House, 24 Douglas Street, Glasgow G2 7NQ, and Ironmills Road, Dalkeith,  
Midlothian EH22 1LE

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# 1 Introduction

This is a guide to the administrative processes and procedures associated with Project-based National Courses (PBNCs — these used to be referred to as ‘Phase 2 Courses’). It gives guidance on operational procedures as well as detailing the assessment arrangements which will operate to guarantee the rigour and quality of PBNCs.

You should read the information contained in this guide alongside other key documentation already published to support the introduction of PBNCs. Appendix 1 is a list of key publications currently available.

## 2 Approval to offer PBNCs

Please ensure that you are approved to offer the PBNC **before** entering candidates. Entries for PBNCs where you do not have approval to offer the Course will be rejected. Rejected entries will delay the external assessment arrangements for your candidates and may result in revised completion dates being imposed and delayed certification.

Further Education Colleges with devolved authority for approval can automatically approve themselves for a PBNC and its component Units. We should be advised of the approval, via Form DA2, at the earliest opportunity and before candidates are entered for the Course.

Centres which are approved for the component National Units of a PBNC, but which do not have devolved authority for approval, should contact us to obtain approval — this particularly applies to schools and training providers.

Centres wishing to offer PBNCs but with no prior approval for the component National Units of the PBNCs, should seek approval from us following normal procedures.

Enquiries can be made to the Approval Section on 0141-242 2121.

## 3 Entering candidates for PBNCs

The procedures you should follow to enter your candidates for PBNCs exactly mirror those currently in operation for question paper-based National Courses. A critical piece of information we need you to provide at the entry stage is the **completion date** of the Course. Bear in mind, though, that PBNCs are not tied to conventional examination diets and offer you more flexibility in relation to delivery and assessment arrangements.

The completion date which you give us when you enter candidates triggers certain steps in the assessment process for that Course. Assessment arrangements are explained more fully in section 6.

**Example**

If you want to enter candidates for the PBNC at Higher in *Interviewing, Writing and Publishing* and they are due to complete in May 2001, you would give us the following information (by whatever route you send entry data to us).

<b>Course and level code</b>	<b>Completion date</b>
CO1J 12	05 2001

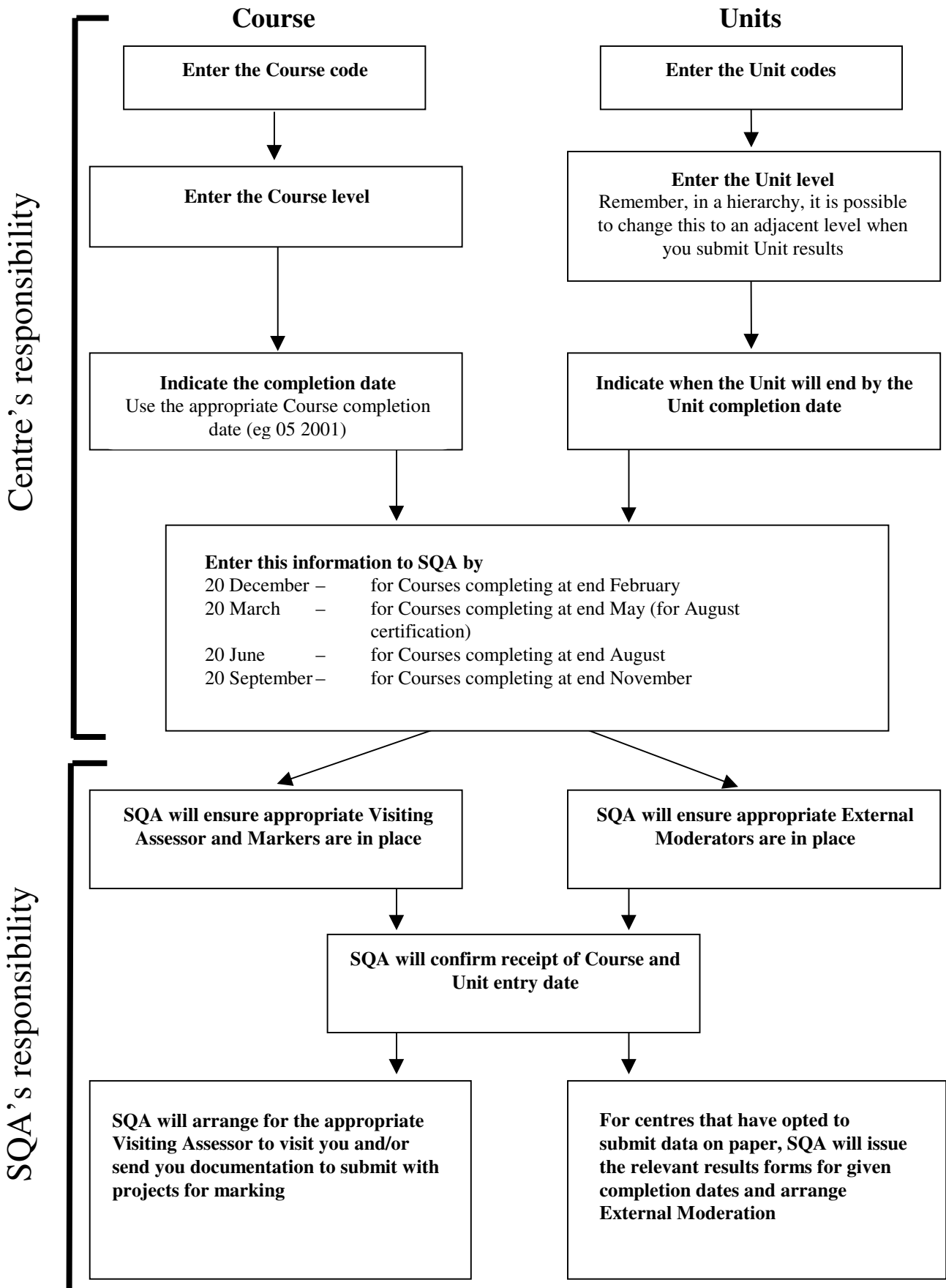
Note: The completion date will always be regarded as the last day of the month.

It is important to note that as well as entering candidates for the Course, you **must** also provide us with details of all the contributing National Units the candidates are studying, along with a predicted completion date for each Unit. We do not automatically enter candidates for Units based on the PBNC entry, because many Courses comprise a range of optional Units. Where certification is requested at the main August certification date the completion dates given for component Units can be no later than the end of May.

Entering your candidates for the PBNC automatically enters them for the external assessment.

The flow-chart on the next page summarises the sequence of events for submitting entries for PBNCs. There is more information about registering and entering candidates for all types of National Courses in the SQA publication *Registrations, Entries and Results: a procedural guide for centres*.

## Entering candidates for National Courses and contributing Units



## 4 Project types

All PBNCs are assessed using one of the following types of projects:

- ◆ Extended Case Study
- ◆ Investigation
- ◆ Practical Assignment

The rationale for each project type is fully explained in the Arrangements Documents for each area in which there are PBNCs. Appendix 1 provides further details of these documents.

The project type allocated to each PBNC is determined by us. It is not possible for you to request changes to the type of project used.

The project type which has been allocated to each PBNC is given in Appendix 2. Detailed project specifications which your teaching staff must use to deliver the project element of the Course are being published on a rolling basis and can be found as appendices to the document *Arrangements for Project-Based National Courses*.

### Marks

The total mark for the project is 200. This reflects the comparative size and weight of these projects when compared to projects which are embedded in the largely question paper-based National Courses. It also allows markers/assessors to discriminate between levels of performance in each stage of the project. These marks are allocated to assessment evidence from the three project stages as follows:

Project stage	Assessment evidence	Marks allocated
Planning	Plan of action	40
Developing	<i>Practical Assignment:</i> evidence arising from the hands-on practical activity and from documenting the underpinning processes involved  <i>Investigation:</i> the investigation report  <i>Extended Case Study:</i> the research-based report the case study report	120
Evaluating	(Extended) evaluation report	40

Copies of project specifications are distributed free of charge to all centres at the time of publication. To check the availability of the project specification for a PBNC please call 0141-242 2345. Copies can be ordered direct from SQA Sales on 0141-242 2168.

## 5 Completion dates

### 5.1 Types of external assessment

There are two main types of external assessment attached to PBNCS. These are either externally marked (EM) by SQA or by an SQA Visiting Assessor (VA). Assessment arrangements and procedures are detailed below in Section 6.

All extended case studies, investigations and those practical assignments where the project materials are easily transportable are externally marked. All other practical assignments require visiting assessors. Appendix 2 lists the external assessment type attached to each PBNCS.

### 5.2 Extended Case Study, Investigation, and some Practical Assignment projects

All PBNCS have been designed to give you maximum flexibility with completion dates to meet the needs of your candidates. There is no prescribed examination timetable for PBNCS. The Extended Case Study, Investigation and externally-marked Practical Assignment projects (see appendix 2 for details) can be completed at any of the four points in the year when we anticipate peak completion dates will occur.

You can, alternatively, request completion dates outwith the peak periods, but our acceptance of these dates will depend on the availability of marking and administrative resources. To request alternative completion dates, please contact our Assessment Support Unit on 0131-561 6858.

The four marking periods coinciding with anticipated peak completion dates are:

Marking period	Completion date
March for Courses completing up to and including	February
June for Courses completing up to and including	May
September for Courses completing up to and including	August
December for Courses completing up to and including	November

Candidates' certificates will be issued as quickly as possible following the marking period. In the case of Courses completing in May, certification will take place during August.

In order to meet these completion dates, entries must be submitted by no later than the following dates:

Course completion date	Course entries to SQA by
February	20 December
May	20 March
August	20 June
November	20 September

Where you wish candidates following PBNCs to be certificated at the main August certification date, perhaps because they are taking a number of question paper-based National Courses also, you must have entries to us by no later than **20 March** (or earlier, where possible).

### 5.3 Practical Assignment projects which require visiting assessment

Two completion dates are available for Practical Assignment projects which require SQA visiting assessors (see appendix 2) — end May and end December. In order to meet the completion dates for May and December, PBNC entries must be submitted by the following:

Course completion date	Course entries to SQA by
End May	20 March
End December	20 October

Where the May and/or December completion dates are not appropriate to you, up to two alternative completion dates can be nominated. Please contact our Assessment Support Unit on 0141-242 2396 to discuss alternative arrangements.

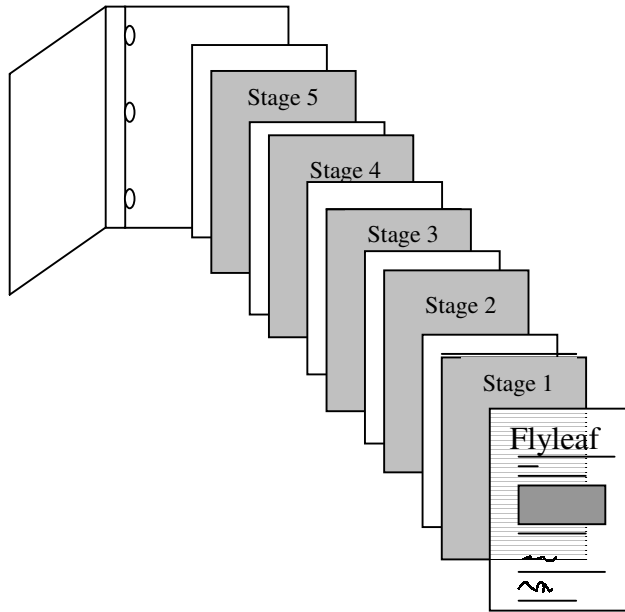
## 6 Arrangements and procedures for assessment for Projects to be marked by SQA

The following procedures apply to Extended Case Study, Investigation, and externally-marked (where all evidence is transportable) Practical Assignment projects. These projects are sent to SQA for external marking. See appendix 2 for details of Courses that fall into this category (shown as ‘EM’).

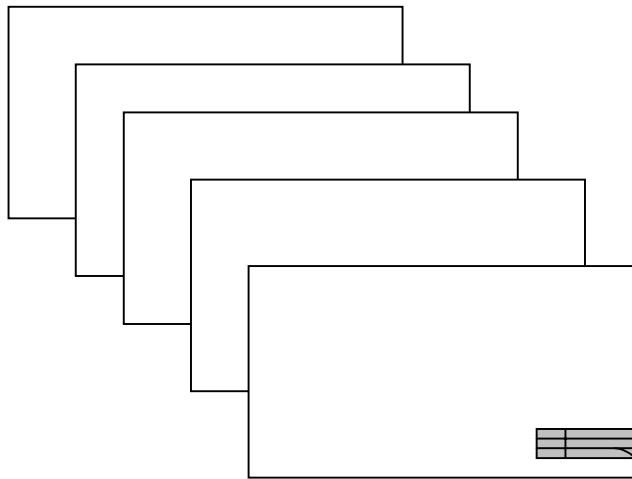
### 6.1 Procedures

- i Approximately four-six weeks before the completion date, given by you at the candidate entry stage, we will send the following to your Examination Officer:
  - ◆ A project *flyleaf* — an example is given at Appendix 3. You complete a flyleaf for each candidate providing the information requested. Affix securely to the outside of each candidate’s submission for identification purposes.
  - ◆ A3 size return envelopes and labels for sealing the return envelopes.
  - ◆ Attendance Registers (see below).
  - ◆ Estimate Forms (see below).
  - ◆ An envelope for the submission of estimate forms.
- ii All materials comprising each candidate’s submission must be securely gathered together and set behind the completed flyleaf. The Project should be collated in task/stage order. Written notes should be presented on A4 paper, sketches and drawings on paper up to A2 size, if appropriate. Most projects should be

submitted in one folder — however, where drawings are included the project submission should be made in two folders. All A4 pages, whether written/typed reports or rough sketches and drawings, should be presented in one folder, with dividers clearly showing to which task and stage each section refers. The following schematic drawing should form the model for the A4 folder, with the flyleaf at the front and all work presented sequentially:



Drawings should be collated in task and stage order and submitted unfolded:



Drawings should be identified using a grid in the bottom right corner, based on the following example, giving the following information:

Name:	Andrew N Other
SCN:	968648625
Course/Level	Construction Industry Practice Intermediate 2
Task No.	2
Drawing Subject	Conservatory
Drawing Number	1 of 5

- iii It is recommended that, as an added measure to avoid confusion, you should ensure that candidates put their SCN on each item of work being submitted. In the event that work becomes separated either in transit or during procedures, we will be in a position to establish ownership of the work and act accordingly.
- iv Projects should be submitted along with the Attendance Registers in the return envelope provided.

We realise that some projects will be bulky and therefore will not be able to be packed in the envelope. Where this is the case, all project submissions should be packaged securely together into manageable sized packages of not more than 10 projects. You should use a means of packing which will ensure as far as possible the safe arrival and easy identification of the contents. You provide all the packaging materials needed. Where more than one package is necessary, the total number of packages being sent should be indicated on the outside of each package (eg 1 of 2, 3 of 6 etc.)

The return envelopes provided are A3 size and have a boxed area headed “Affix Peel-off label over box below”. Only a single Attendance Register should be submitted in each return envelope along with the relevant projects.

## 6.2 Attendance Register Form

The Attendance Register Form, which we send you, is a pre-printed list of candidates entered for the PBNC and from whom we are expecting a project for marking.

A maximum of 10 candidates appear on each form. You must package projects according to the names on the list. Simply put the 10 projects for the candidates and the Attendance Register Form in the same package. The Attendance Register has a peel-off label embedded in each page — this label must be affixed to the outside of the return envelope or box.

Each Attendance Register label contains a printed barcode which identifies the candidates on that form. It should not be altered in anyway. Similarly, the printed candidate details must not be amended, nor must any candidates’ details be added to the Attendance Register. If a candidate has been omitted, complete the *Attendance Register-Supplement (Additional Candidates)* form (your centre has a supply) and return this in place of the pre-printed Attendance Register when submitting the project. Take up the matter of the candidate entry separately by writing to our Data Management Unit at Dalkeith.

The procedure for submission is:

- ◆ Place a tick in the column headed ‘Encs’ on the Attendance Register against each candidate for whom a project is being submitted.
- ◆ Enter the number of candidates in the box provided on the Return Envelope.
- ◆ Peel off the Attendance Register Label and affix it over the box identified for that purpose on the Return Envelope.\*

- ◆ Place the Attendance Register and the relevant projects in the Return Envelope.\*
- ◆ Seal the Return Envelope with one of the labels provided for this purpose.

\* In those instances where it has been necessary to complete the Supplement for Additional Candidates, a barcoded label will not be available. In such cases the label box on the Return Envelope should be completed, and the Supplement should be enclosed with the projects.

### 6.3 Return of projects

Projects submitted to us for assessment will not be returned to you or to candidates but, as with examination scripts, will be retained in case you make an assessment appeal on behalf of a candidate at a later date. You are advised to ask candidates to retain a copy of their final project before releasing it to you for onward submission to us.

### 6.4 Estimate forms

Pre-printed Estimate Forms will be issued to you four–six weeks before the Course completion date. For each candidate listed, give an estimate in the form of a band (see table below) that you believe the candidate should achieve, based on the available evidence, using the appropriate assessment criteria.

% Mark range	Grade	Band (for estimates)
85-100	A (upper)	1
70-84	A (lower)	2
65-69	B (upper)	3
60-64	B (lower)	4
55-59	C (upper)	5
50-54	C (lower)	6
45-49	Fail (near miss)	7
40-44	Fail	8
Less than 40	Fail	9

The benefit of providing estimates for candidates is that an assessment appeal can be submitted against our decision where the estimate given to the candidate was at band 6 or better. Assessment appeals are not considered for candidates for whom no estimate has been received.

Completed Estimate Forms should be returned at the same time as the project submissions. Please send these in the envelope provided and do not place it inside a package or envelope containing project submissions.

### 6.5 Next steps

When your envelopes/packages of projects arrive at our offices, the barcode label is scanned. This records receipt of the package containing your projects. The

barcode also contains details of the external marker allocated to mark the projects. The projects are then immediately sent to the marker for marking.

The marking period then begins and our markers allocate and record their marks, awarded to each project on the Attendance Register Form which you returned with the package.

Our markers allocate marks to the project for each of three stages. They do this in the three columns on the Attendance Register Form, as follows:

Planning Stage	Mark out of 40
Development Stage	Mark out of 120
Evaluation Stage	Mark out of 40

Marked projects and completed Attendance Register Forms are then returned to us. Marks allocated are then input to our computer system and an overall mark and grade calculated for each candidate. Following a marker check and finalisation procedures, we carry out the derived grades procedures, when the estimates submitted by you are considered against the actual awards gained by candidates for concordancy. The candidate's final grade is confirmed and this is what we communicate to the candidate on the Scottish Qualifications Certificate and to you on the Centre Results Summary.

## 6.6 Assessment appeals

Where you consider the result of a particular candidate to be lower than expected, ie if it is poorer than the estimate you submitted, you can submit an assessment appeal. You will be required to submit evidence in support of the appeal, but you should remember that your estimate will have already been taken into account before the award decisions was finalised.

Cut-off dates for assessment appeals will apply — and you will be notified of them. For candidates receiving results in August the closing date for appeals is 3 September.

In PBNCs it is unlikely that you will be able to produce significant additional evidence of success in the project or evidence from an internal assessment based on the integration of the component Units. However when submitting an assessment appeal you should check the following:

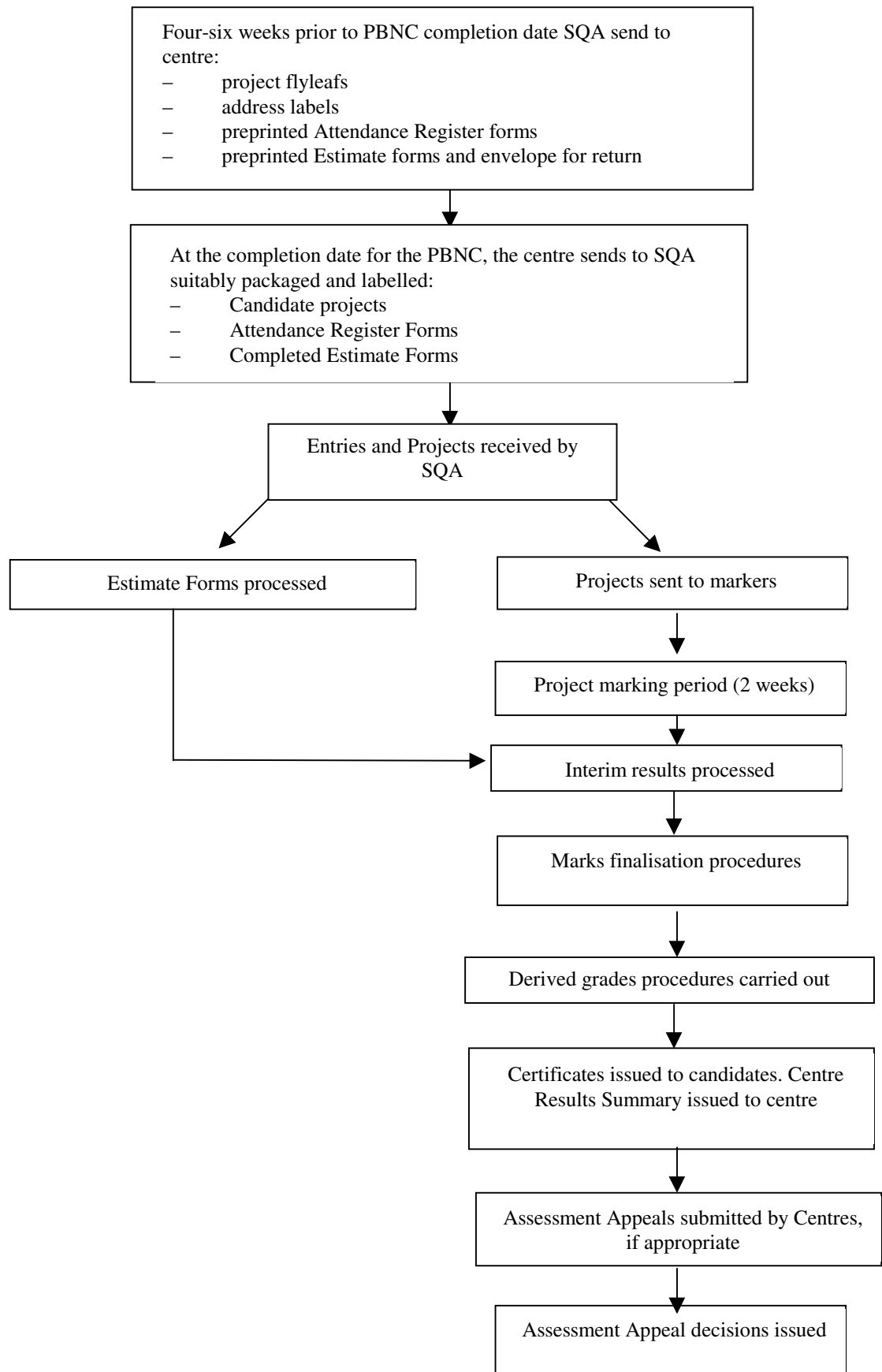
- ◆ Have you included any additional evidence associated with the candidate's project which lends weight to the appeal?
- ◆ Have you included a copy of the component Unit assessment instruments and marking schemes.
- ◆ Have you included candidate evidence based on all component Unit assessment used? Good performance in such Unit assessments will lend weight to any appeal, even those which have little or no headroom.

- ◆ Have you taken steps to ensure that all assessment evidence submitted is the candidate's own work (ie authenticity of evidence)?
- ◆ Any internally assessed evidence submitted to support an assessment appeal must be marked and graded.
- ◆ Have you collated and presented the evidence in a way that will provide examiners with a clear picture of the candidate's attainment in the Course? For example, dates and conditions, of assessments are particularly useful, in addition to an indication of centres staff mark allocation.

Further guidance on generating evidence for PBNC estimates and assessment appeals is available in the publication *Estimates and Assessment Appeals: guidance on generating evidence for National Courses*.

The flow-chart on the next page summarises the assessment procedures for projects being marked by SQA.

## Projects marked by SQA: summary of procedures



## **7 Arrangements and procedures for assessment for projects assessed by visiting assessment**

### **7.1a General**

For PBNCs which use Practical Assignments, where it is not possible to transport candidate evidence to us, the method of assessment will be internal, in conjunction with a strong external quality assurance package.

Projects will be internally marked by you using marking instructions and cut-off scores provided by SQA. This will provide a recommended final band for your candidates. These will be issued direct to you by us and will normally be appendices (Section F) to the project specifications. Candidate evidence for the planning and evaluating stages (as appropriate) will be sent to the External Assessors who will mark it using the same marking instructions and cut-off scores, and a sample of the candidate's evidence to substantiate or otherwise the grades recommended by your internal assessor. Where the marked sample establishes that the recommended grades are accurate, we will accept other recommended grades. Where marks are not accepted, further advice will be given to you on how to assess candidates' evidence for the entire group.

#### **b In more detail**

All centres will be subject to our visiting assessment arrangements for PBNCs to confirm that the results awarded to candidates comply fully with national standards. Aspects of these projects must be completed under controlled conditions to ensure the authenticity of candidates' work and the rigour of assessment. The instructions about this in the PBNC Arrangements document must be fully complied with.

The visiting assessor will mark the work of 12 candidates per Course. These candidates will be chosen by us from your entries — all candidate projects will be marked if the number of entries is less than 12. Visiting assessors may ask to see the work of additional candidates.

Visiting assessment of PBNCs has two models:

##### **i) Type 1 (for physical product)**

The visiting assessment is triggered at the completion of the PBNC, ie when all three stages including the project evaluation report have been completed. Typically, there would be a physical product which is difficult to transport (and it would be difficult to provide evidence in any other way). This product would provide tangible evidence of process skills and/or practical activity which has taken place over a period of time rather than in a one-off event.

##### **ii) Type 2 (for demonstrations/performances)**

The visiting assessment is triggered around the time of maximum evidence production for the development stage of the project (typically, this would culminate in a holistic demonstration of practical skills, eg a drama performance

or hairdressing session). For these Courses it would be difficult to assess the totality of evidence because the project evaluation stage would not have been completed. This would be overcome by sending the evaluation stage from the sample of candidates to the External Assessor within a month of the assessment visit.

## 7.2 Visiting assessment – type 1: Courses and procedures

### a Courses

The following procedures apply to Practical Assignment projects classified as type 1 for visiting assessment purposes, ie visiting takes place at the end of the project in the month following the completion date. See Appendix 2 for details of Courses that fall into this category (they are shown as **VA1**).

### b Procedures

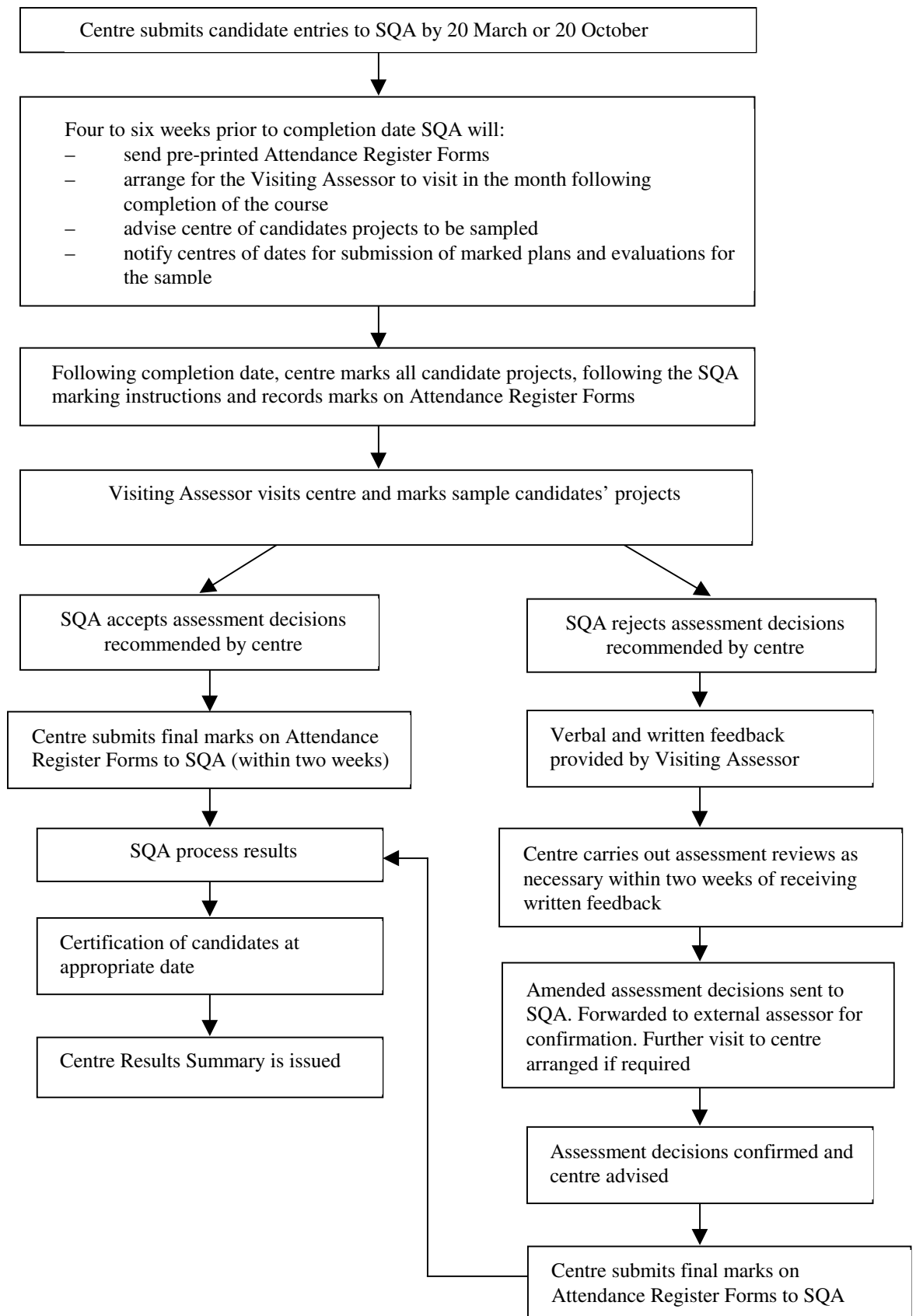
- i You must submit candidate entries by no later than 20 March (for Courses completing by 31 May) or 20 October (for Courses completing by 31 December).
- ii Four to six weeks prior to the completion date, we will send to you pre-printed *Attendance Register Forms* for **all** candidates entered for the PBNC. This form has three columns which will be used to record your marks for the planning, developing, and evaluation stages of the project. You should retain the Attendance Register Forms in a safe place, as they will be required after the visiting assessor has seen and marked the candidates' evidence. Appendix 4 is a sample of the form.
- iii We will negotiate a date for the external assessment visit with your SQA co-ordinator based on the completion date. We will inform you of the candidates whose evidence is to be sampled, and will ask for plans and evaluations for the sample candidates to be sent to us together with the assessment decisions for the sample of candidates. These materials will be logged and forwarded to the visiting assessor.
- iv For **all** candidates in the certification group, you must complete assessment and internal moderation, and the associated documentation (provisional marks on the Attendance Register Form), by the completion date. This is to be made available for the visit of the assessor. The assessment decisions which you make will be based on a pre-determined cut-off score and grade descriptions and marking instructions which have been provided by SQA. These will be issued direct to you by us and will normally be appendices (section F) to the published project specifications. Our Qualifications Managers will be able to offer help with any clarification you need concerning marking arrangements.
- v If, for any reason, Visiting Assessors are unable to carry out a scheduled visit, they will contact you to try to re-schedule the visit (in the same month). When this is not possible, the Assessor will contact us and we will re-arrange the visit and allocate another Visiting Assessor.

- vi On arrival at the centre, the Visiting Assessor will contact your SQA co-ordinator or their nominated representative and should be shown to the room where the candidate evidence is available. The project materials for the selected candidates **must** be gathered together and clearly labeled. The Visiting Assessor will then proceed to mark the projects for the sample candidates. The Assessor will return the plans and evaluations for the sample candidates.
- vii The Visiting Assessor can either substantiate or reject the assessment decisions that you have recommended.
- viii Where the assessment decisions on the sample of candidates are substantiated, the assessment decisions on the whole certification group will be accepted. You should then complete the Attendance Register Forms by inserting finalised marks for each candidate in the columns provided. Send this form to us within two weeks of the Visiting Assessor's visit so that we can process your candidates' marks.
- ix If your assessment decisions are rejected, clear advice on how to re-mark the projects to bring the candidates into line with national standards will be provided. The Visiting Assessor will give verbal feedback to your SQA Co-ordinator (or nominated representative) and staff involved in the assessment of candidates. Advice in writing, in the form of an Assessor's Report, will also be provided.

In the light of this advice, the centre should carry out the assessment review procedures required within two weeks of the written feedback being provided, and should re-submit the adjusted assessment decisions to us. These will then be forwarded to the Assessor for a final check. It may be necessary for the Visiting Assessor to re-visit the centre for further marking. We will arrange this with your SQA Co-ordinator if required. Once they are finalised, we will confirm the assessment decisions to you and you should then make arrangements to submit the Attendance Register Form with final marks to us for processing.

- x The flow-chart on the next page summarises the procedures for type 1 visiting assessments.

## PBNCs type 1 – visiting assessment: summary of procedures



## 7.3 Visiting assessment – type 2: Courses and procedures

### a Courses

The following procedures apply to Practical Assignment projects classified as Type 2 for visiting assessment purposes, ie visit takes place during the development stage of the project. See appendix 2 for details of Courses that fall into this category (they are shown as **VA2**).

### b Procedures

- i You must submit candidate entries to us by no later than 20 March (for Course completing by 31 May) or 20 October (for Course completing by 31 December)
- ii Six weeks prior to completion, we will send you pre-printed Attendance Register Forms for all candidates entered for the PBNC. For type 2 external assessment you will receive two Attendance Register Forms. One contains two columns for you to enter marks for the planning and development stage of the project. The other contains one column and is for recording marks for the evaluation stage. These Forms are important documents and should be retained until all the assessment processes are complete. Appendices 4 and 5 are examples of the form you will receive.
- iii We will negotiate a date for the Visiting Assessor's visit with your SQA Co-ordinator. The date chosen will coincide with the major practical assessment event. We will tell you which candidates will be marked, and will request that, by an appropriate date, the planning section of the candidates' projects, marked by you, are sent to us. They will then be logged and passed to the Visiting Assessor for marking.
- iv By the arranged visit date you **must** complete the assessment and internal moderation of **all** candidates for the project's planning stage. The plans and associated assessment records must be available for the Visiting Assessor's visit and may be requested.
- v During the visit, our Visiting Assessor and your assessor will independently and simultaneously assess and mark evidence from the sample of candidates for the 'development' stage of the project, and will note their assessment decisions.

The assessment decisions are based on a pre-determined cut-off scores and grade descriptions/markings instructions produced by SQA. These will be issued direct to you by us, and will normally be appendices (section F) to the project specifications. Our Qualifications Managers will be able to offer help with marking arrangements.

- vi Our Visiting Assessor will then meet with your internal assessor to compare assessment decisions for the development stage and to discuss assessments for the planning stage. Assessments will be accepted where there is good agreement, but will not be accepted where the assessors' decisions differ significantly.

- vii Where the assessment decisions for the sample of candidates are in line with national standards, an interim acceptance is given.

**You must** then, within **one month**, of the assessment visit, complete the assessment of both the project development stage for all candidates outwith the sample and the evaluation phase for all candidates in the group.

It may be desirable for you to postpone assessing the remainder of the candidates in the group until after the visit of the assessor, to avoid having to make adjustments to marks given for the planning and development stages. However this is a decision for the centre to make, and will obviously depend on the number of candidates and the resources available to you.

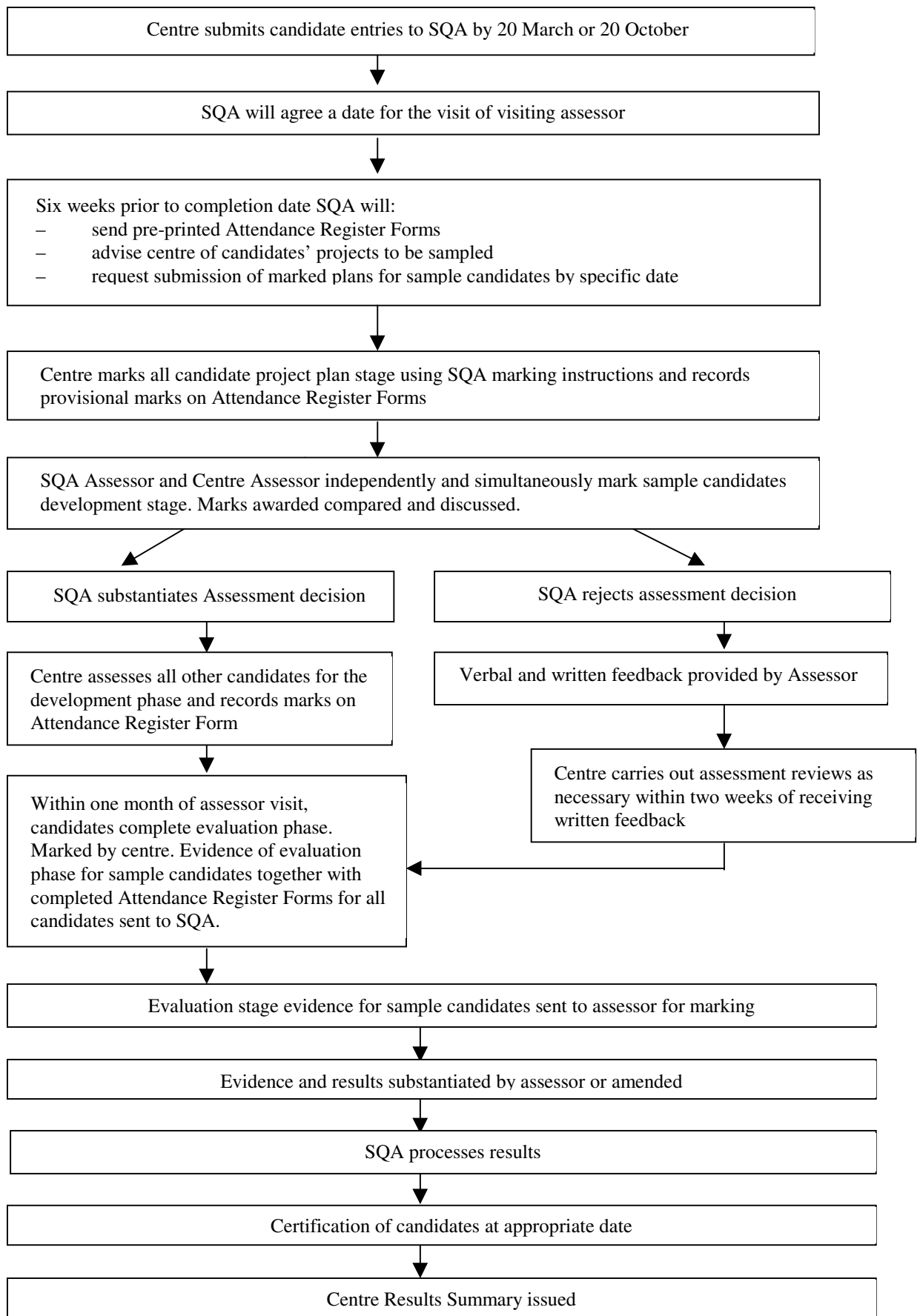
- viii The evaluations for the candidates seen by the Visiting Assessor, together with the Attendance Register Forms showing the marks given to all candidates in the group, are submitted to us. These are logged and sent to the Visiting Assessor, who will mark the evaluation section for the sample candidates. Where no problems are identified, the marks awarded to each candidate in the certification group are fully substantiated. The Visiting Assessor then returns the Forms and candidate evidence to us. The marks on both Attendance Register Forms are then processed for all candidates, and the evidence is returned to you.

- ix Where assessment decisions are not accepted by the Visiting Assessor, clear advice on how to bring the marking into line with national standards will be provided verbally by the Visiting Assessor at the time of the visit, and will be followed up normally within one week with written confirmation. You should follow the assessment review procedures set out by the Visiting Assessor, adjusting assessment decisions where necessary, and should re-submit the required assessment decisions and/or documentation. This will include the evaluations for the candidates seen by the assessor, and the assessment decisions made for the remainder of the certification group based on the advice given at the visit.

The Attendance Register Forms showing the marks for all candidates should be sent to us. This will be logged and forwarded to the visiting assessor. The Visiting Assessor will review the candidate evidence and marks submitted, and will confirm acceptance or otherwise. When the marks are accepted, the Forms are then processed for all candidates and the evidence is returned to you.

- x The flow-chart on the next page summarises the procedures for visiting assessment of type 2 projects.

## PBNCs type 2 – visiting assessment: summary of procedures



## 7.4 Estimates and appeals

This type of assessment — which is effectively marked by centre staff to nationally agreed standards via the prescribed marking instructions — does not lend itself to estimates and appeals. Consequently for PBNCs assessed using type 1 and type 2 visiting assessment **there will be no assessment appeals permitted and thus no need for Course estimates.**

Where substantial disagreements arise between the centre and Visiting Assessor, the matter will be referred to the Principal Assessor for a final decision.

## 7.5 Monitoring standards

Pass mark meetings would not be necessary as pre-determined cut off scores would be used and post test monitoring carried out by us. This takes the form of a post-results review of assessment decisions in all such PBNCs. We scrutinise the grade distributions, national ratings, and assessment reports, as well as samples of evidence. This in turn informs our instructions to assessors and information to you on standards for the following year.

## 8 Moderation of Component Units

The internally-assessed National Units which are components of the PBNCs may be selected for external moderation by us according to the published selection criteria.

Further details are available in the publication *Putting Assessment Moderation into Operation*.

## 9 Certification

Candidates successfully completing a PBNC will have their achievements recorded on the Scottish Qualifications Certificate, following exactly the arrangements for certifying question-paper-based National Courses.

The main certification date for National Courses remains August, but successfully-completed PBNCs gained outwith the main certification period will be notified and certificated to candidates on a rolling basis.

Centres Results Summary details will be sent to you to confirm candidates results and band awarded.

## 10 Support for PBNCs

Further help and support about specific areas can be obtained from us at the following telephone numbers. These are direct lines. To contact our main switchboard dial 0845-279 1000.

<b>Approval</b>	0141-242 2121
<b>Data Entry</b>	
- College Data Processing	0141-242 2265
- Schools Data Processing	0131-561 6947
Certification	0141-242 2149
<b>Assessment Support</b>	
– External marking	0131-561 6901
– Visiting assessment	0141-242 2396
Availability of Project Specification	0141-242 2345
<b>SQA Sales</b>	0141-242 2168
<b>College Customer Relations Managers</b> (to obtain details of your local contact)	0141-242 2159
<b>School Account Managers</b> (to obtain details of your local contact)	0141-242 2392
<b>Qualifications Manager for PBNC in:</b>	
Art and Design	0141-242 2076
Business	0141-242 2327
Care	0141-242 2198
Communications and Media	0141-242 2183
Construction	0141-242 2192
Hairdressing and Beauty	0141-242 2332
Hospitality	0141-242 2327
Land and Environment	0141 242 2151
Engineering	0141-242 2180
Travel and Tourism	0141 242 2191
Sports and Leisure	0141-242 2328
Performing Arts	0141 242 2328

## 11 Review and feedback

All the operational procedures detailed in the guide will be kept under review and may be modified in the light of feedback from you and operational experience.

Feedback from you on all aspects of PBNCs is very welcome, and should be sent to the Head of Development Co-ordination at Hanover House, 24 Douglas Street, Glasgow, G2 7NQ.

## Appendix 1: key publications

The following publications are available to support knowledge, understanding and delivery of Project-based National Courses. Publications can be ordered from SQA Sales on 0141-242 2168, and some can be accessed from our website at [www.sqa.org.uk](http://www.sqa.org.uk)

*Registrations, Entries and Results: a procedural for centres* (A0907, May 1999)

*Conditions and Arrangements for National Qualifications* (A0828/2, Sept 2000)

*National Qualifications Catalogue* (A0788, March 2001). Also available on CD-ROM (A1315, April 2001)

*Estimates and Assessment Appeals: guidance on generating evidence for National Courses* (A0992/2, March 2001)

*Arrangements\* for Project-based National Courses in:*

- ◆ Art and Design (G1072, March 2000)
- ◆ Business (G1074, March 2000)
- ◆ Care (G1075, March 2000)
- ◆ Communications and Media (G1076, March 2000)
- ◆ Construction (G1078 March 2000)
- ◆ Engineering (G1079 March 2000)
- ◆ Hairdressing and Beauty Services (G1080, March 2000)
- ◆ Hospitality (G1081 March 2000)
- ◆ Land and Environment (G1082 March 2000)
- ◆ Performing Arts (G1083, March 2000)
- ◆ Sport and Leisure (G1085, March 2000)
- ◆ Travel and Tourism (G1087, March 2000)

*Guide to Assessment and Quality Assurance* (for Schools A0840, June 1999; for Colleges A0841, June 1999)

*Putting Assessment Moderation Policy into Operation* (A0892, April 1999)

\*When published, Project specifications for each Project-based National Course are available as appendices (section F) to the Arrangements Documents listed above.

## Appendix 2: Project-based National Courses and external assessment project type

Course code		Level	Project type	External assessment
C03G 12	Acting: Devised Production	Higher	Practical Assignment	VA2
C03F 12	Acting: Text-Based Production	Higher	Practical Assignment	VA2
C01H 12	Advertising, Marketing and Public Relations	Higher	Extended Case Study	EM
C02P 11	Amenity Horticulture	Intermediate 2	Practical Assignment	VA1
C00M 12	Automotive Diagnostics	Higher	Practical Assignment	VA2
C01S 11	Automotive Engineering	Intermediate 2	Practical Assignment	VA2
C02F 12	Beauty: Beauty Care	Higher	Practical Assignment	VA2
C02E 12	Beauty: Principles of Facial Care	Higher	Investigation	EM
C01D 11	Care Issues for Society	Intermediate 2	Extended Case Study	EM
C01F 12	Care Practice	Higher	Practical Assignment	EM
C01M 11	Construction Craft Skills	Intermediate 2	Practical Assignment	VA1
C01N 11	Construction Industry Practice	Intermediate 2	Practical Assignment	EM
C03E 12	Creative Project and Presentation	Higher	Practical Assignment	VA2
C02R 11	Crop Establishment	Intermediate 2	Practical Assignment	VA1
C03D 12	Dance Practice	Higher	Practical Assignment	VA2
C01A 11	Design	Intermediate 2	Practical Assignment	EM
C01A 12	Design	Higher	Practical Assignment	EM
C02B 12	Engineering Practice	Higher	Practical Assignment	EM
C03W 12	Event Planning	Higher	Extended Case Study	EM
C01T 11	Fabrication and Welding	Intermediate 2	Practical Assignment	EM
C02S 11	Fish Husbandry	Intermediate 2	Practical Assignment	VA1
C03P 11	Fitness and Exercise	Intermediate 2	Practical Assignment	VA2
C03P 12	Fitness and Exercise	Higher	Practical Assignment	VA2
C02K 12	Food Production Supervision	Higher	Practical Assignment	VA1
C02T 11	Forest Industry	Intermediate 2	Extended Case Study	EM
C02V 11	Forestry Practice	Intermediate 2	Practical Assignment	VA1
C02C 11	Hairdressing: Composite Skills in Hairdressing	Intermediate 2	Practical Assignment	VA2
C02H 12	Hairdressing: Cutting and Perming Hair	Higher	Practical Assignment	VA2
C02J 12	Hairdressing: Principles of Colouring Hair	Higher	Investigation	EM
C01E 11	Health and Safety in Care Settings	Intermediate 2	Practical Assignment	EM
C02M 12	Hospitality Event Supervision	Higher	Practical Assignment	VA1
C02N 12	Hospitality Facilities Supervision	Higher	Extended Case Study	EM
C01W 12	Industrial Plant Support	Higher	Practical Assignment	TBC
C03B 12	Interpreting the Natural Environment	Higher	Practical Assignment	EM
C01J 12	Interviewing, Writing and Publishing	Higher	Practical Assignment	EM
C02W 11	Investigating Fish Rearing Systems	Intermediate 2	Practical Assignment	VA1
C02X 11	Investigating the Natural Environment	Intermediate 2	Investigation	EM
C03N 11	Leading Sports Activities	Intermediate 2	Practical Assignment	VA2
C02Y 11	Livestock Production	Intermediate 2	Practical Assignment	VA1
C03V 12	Marketing the Scottish Tourism Product	Higher	Practical Assignment	VA1
C01K 12	Media Literacy	Higher	Investigation	EM
C01G 12	Mental Health Care	Higher	Extended Case Study	EM
C03C 12	Natural Environment	Higher	Practical Assignment	EM
C01L 12	Photography for the Media	Higher	Practical Assignment	EM
C03A 11	Plant Propagation	Intermediate 2	Practical Assignment	VA1
C01Y 12	Process Control	Higher	Practical Assignment	VA1
C01X 12	Process Measurement	Higher	Practical Assignment	VA1
C01V 12	Process Technology: Fabrication and Welding	Higher	Practical Assignment	VA1
C03J 12	Production Management	Higher	Practical Assignment	TBC

Course code	Title	Level	Project type	External assessment
C02L 12	Professional Patisserie	Higher	Practical Assignment	VA2
C01P 12	Quantity Surveying	Higher	Practical Assignment	EM
C01C 12	Retail and Distribution	Higher	Investigation	EM
C03Y 12	Retail Travel	Higher	Practical Assignment	VA1
C02G 12	Salon Business Environment	Higher	Extended Case Study	EM
C02D 11	Salon Service Skills	Intermediate 2	Extended Case Study	EM
C03T 11	Selling Overseas Tourist Destinations	Intermediate 2	Extended Case Study	EM
C03X 12	Selling Scheduled Air Travel	Higher	Practical Assignment	VA1
C03R 12	Sports Coaching Studies	Higher	Practical Assignment	VA2
C03S 12	Sports Organisation	Higher	Practical Assignment	VA1
C03K 12	Stage Management: In-house Production	Higher	Practical Assignment	VA1
C03M 12	Stage Management: Touring Production	Higher	Practical Assignment	VA1
C01R 12	Structural Engineering	Higher	Practical Assignment	EM
C02A 12	Telecommunications	Higher	Practical Assignment	EM
C03L 12	Theatre Lighting	Higher	Practical Assignment	VA1
C03H 12	Theatre Sound	Higher	Practical Assignment	TBC
C01B 12	Visual Arts	Higher	Practical Assignment	EM

Key:      **EM** Externally marked by SQA  
             **VA1** Visiting assessment at end of project  
             **VA2** Visiting assessment at development stage of project

# Appendix 3: Flyleaf







## **Appendix 4: Attendance Register Form (EX6, example 1)**



**Appendix 5: Attendance Register Form (EX6, example 2)**



