



**Arrangements for:
Professional Development Award in
Dental Nursing (SCQF level 7)**

Group Award Code: G9C4 47

Validation date: Feb 2009

Date of original publication: August 2010

Version: 01

Acknowledgement

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1 Introduction

This is the Arrangements Document for the Group Award in Dental Nursing, at SCQF level 7, which was validated in February 2009. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery and assessment.

2 Rationale for the development of the Group Award

The need for development of a range of awards was recognised by the Scottish Executive in the Action Plan For Improving Oral Health and Modernising NHS Dental Services In Scotland (March 2005) The consultation reinforced the importance of the contribution which Professions Complementary to Dentistry and support staff make to the delivery of dental services, and a wish to see their skill escalation pathway more clearly recognised and rewarded. A key commitment to ensure an appropriate balance within the dental workforce was made: *‘Provide support for the training and development of staff, including practice managers.’*

As outlined above, this sector-specific award has been developed in response to the need to provide dental nurses with suitable qualifications to gain full registration with the General Dental Council (GDC).

The impetus for the development of the qualification was initiated by two key factors:

- ◆ the introduction of statutory registration of Dental Care Professionals (DCPs)
- ◆ the revision and re-accreditation of the SVQ in Oral Health Care: Dental Nursing level 3 and its associated Assessment Strategy. Previously, the SVQ had incorporated an Independent Assessment in the form of a question paper, set, marked and certificated by the National Examining Board for Dental Nurses (NEBDN) on behalf of the Awarding Bodies, in this case SQA and City and Guilds.

NHS Education for Scotland (NES) Dental Directorate was consulted on the need for a specific award to underpin the SVQ Dental Nursing at level 3 for Scotland in order to meet the GDC’s requirements and it was agreed that a PDA at level 7 would be developed.

The National Occupational Standards (NOS) for Oral Health Care were revised by the Standards Setting Council (SSC), Skills for Health and approved in 2007. The Assessment Strategy was also revised resulting in the removal of the Independent Assessment. The GDC required evidence that the knowledge requirements for the SVQ/NVQ be explicitly assessed as part of its registration requirements. To address this, SQA worked in conjunction with City and Guilds and NEBDN on the development of common Evidence Requirements for the SVQ and on the content of units to form a PDA (for Scotland) and a VRQ (Vocationally Related Qualification) for the rest of the UK to replace the Independent Assessment. The four component units of the PDA mirror those of the VRQ and the overall assessment in the form of an end exam is administered in the same fashion, ie, by NEBDN which sets and marks the question papers and its Chief Examiner standardises the results. The PDA will be jointly awarded by SQA, City and Guilds and NEBDN, continuing the previous arrangement for the SVQ Independent Assessment.

Each of the component units of the PDA can be delivered and assessed separately to facilitate CPD, infill or induction needs.

The target group for this award will be dental nurses and trainees working within general dental practice surgeries, hospitals or in the community, who are seeking registration with the GDC. In addition, prospective employees may undertake individual units of the qualification for the purposes of continuing professional development

3 Aims of the Group Award

The primary aim of this qualification is to provide knowledge and skills in specified areas which, when added to the SVQ in Dental Nursing at level 3 will provide a route to registration for dental nurses with the General Dental Council.

3.1 Principal aims of the Group Award(s)

- 1 To develop knowledge and understanding and skills to underpin achievement of the SVQ Dental Nursing at level 3
- 2 To provide a route to registration as a dental nurse with the General Dental Council by providing a nationally recognised and certificated course which provides the underpinning knowledge for the SVQ in Dental Nursing.
- 3 To enable candidates to develop specific knowledge and skills in relation to:
 - ◆ infection control in the dental environment
 - ◆ oral health assessment and treatment planning
 - ◆ dental radiography
 - ◆ scientific principles in the management of plaque related diseases

3.2 General aims of the Group Award

- 4 To support the candidate in the management of their own personal resources and professional development in order to achieve work objectives, career and personal goals.
- 5 To develop pathways towards higher level qualifications for this sector and enhance professional development

3.3 Target groups

The primary target group for these awards will be trainee dental nurses, working within general dental practice surgeries, hospitals or in the community, who are seeking registration with the GDC, are looking to improve on their professional practice, keep up-to-date with oral health practice developments and develop best practice within their own working environment.

The award may also be appropriate as a top-up qualification for dental nurses who require to demonstrate their occupational knowledge when seeking registration with the GDC.

Candidates may undertake individual Units for the purposes of continuing professional development.

3.4 Employment opportunities

It is anticipated that most candidates will be in employment as dental nursing trainees. The PDA will prepare candidates for employment within the dental sector as dental nurses by providing a comprehensive award designed to deliver knowledge and understanding which will underpin their practice. It is designed to work in tandem with the competence based qualification, the SVQ in Dental Nursing to provide candidates with the opportunity to seek registration with the GDC.

It will also prepare candidates to progress to further qualifications in the dental sector and/or move to other areas within the dental practice, eg as dental administrators or dental managers

4 Access to Group Award

In stating the access regulations and in consideration of the subsequent selection and admission to the award, presenting centres will need to ensure that each prospective candidate has sufficient academic ability and the appropriate personal qualities to succeed. It is essential that candidates are in an appropriate work environment in order that they can meet the Evidence Requirements of the component units.

There are no pre-entry qualifications for this award although it is likely that candidates will be undertaking the SVQ in Dental Nursing concurrently. Entry will be at the discretion of the centre. However, due to the nature of the award, candidates should be in employment within an oral health care environment or have access to a suitable placement which will allow them to achieve the required competencies. In addition, it would be beneficial if candidates have an adequate level of Communication and/or a science or numeracy subject which could be evidenced by achievement of, eg, Communication, English or equivalent at SCQF level 5 or above and Maths, Numeracy or a science-based course at SCQF level 4 or above (or equivalent).

5 Group Award structure

PDA Dental Nursing at SCQF level 7 G9C4 47

The PDA will be awarded on successful completion of 5 credits. The PDA carries a minimum of 40 SCQF credit points at SCQF level 7 and thus satisfies the design principles. There are no optional Units within the framework of the award.

5.1 Framework

Mandatory Units

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Dental Nursing: Principles of Infection Control in the Dental Environment	F69B 34	8	7	1
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	F69C 34	8	7	1
Dental Radiography	F69A 34	8	7	1
Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases	F69D 34	8	7	1
Dental Nursing Assessment*	F6C7 34	8	7	1

*This Unit represents the examination component of the Group Award

5.2 Mapping information

The following table identifies how the award aims are met in the individual Units.

Unit title	Code	Aims
Dental Nursing: Principles of Infection Control in the Dental Environment	F69B 34	1, 2, 3, 4, 5
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	F69C 34	1, 2, 3, 4, 5
Dental Radiography	F69A 34	1, 2, 3, 4, 5
Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases	F69D 34	1, 2, 3, 4, 5
Dental Nursing Assessment*	F6C7 34	1, 2, 4, 5

The Units of the PDA Dental Nursing have been matched to the National Occupational Standards (NOS) for Dental Nursing at level 3 to reflect specifically the practice base and its values. This mapping is intended as guidance.

PDA Dental Nursing (SCQF level 7) Mapping to SVQ in Dental Nursing at level 3

The PDA Dental Nursing provides underpinning knowledge for the following Units of the SVQ

Unit Code	Unit Title	Outcomes	SVQ UNITS											
			F300 04	DK57 04	F302 04	DP05 04	F310 04	F304 04	F308 04	F306 04	F307 04	F303 04	FR05 04	
F69B 34	Dental Nursing: Principles of Infection Control in the dental environment	1	Describe the principles of infection control	x		x	x		x	x		x	x	x
		2	Describe the significance of micro-organisms in the dental environment	x		x	x		x	x		x		x
		3	Describe the management of infectious conditions affecting dental patients	x		x				x		x		x
		4	Describe the various methods of decontamination	x		x								x
		5	Describe relevant health and safety legislation	x		x				x				x
F69C 34	Dental Nursing: Principles of oral health assessment and treatment planning	1	Describe the various methods of dental assessment						x		x		x	

F69D 34	Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases	1	Describe common oral diseases						x		x				x
		2	Outline methods for the prevention and management of oral diseases						x		x				x
		3	Describe how to manage and handle materials and instruments used during and finishing restorative procedures for plaque related diseases			x					x				

Key

F 300 04	Ensure your own actions reduce the risk to health and safety
DK57 04	Reflect on and develop your practice
F302 04	Prepare and maintain environments, instruments and equipment for clinical dental procedures
DP05 04	Provide basic life support
F301 04	Offer information and support to individuals on the protection of their oral healthcare
F308 04	Contribute to the production of dental radiographs
F306 04	Provide chair side support during the prevention and control of periodontal disease and caries, and the restoration of cavities
F307 04	Provide chair side support during the provision of fixed and removable appliances
F304 04	Provide chair side support during non surgical endodontic treatments
F305 04	Provide chair side support during the extraction of teeth and minor surgery

Mapping PDA Dental Nursing (SCQF level 7) to the NHS Knowledge and Skills Framework

The PDA Dental Nursing provides underpinning knowledge for individuals wishing to develop to the following levels:

Unit Number	Unit Title	C1	C2	C3	C4	C5	HW B1	HW B2	HW B3	HW B4	HW B5	HW B6	HW B7	HW B8	HW B9	HW B10	IK 1
F69B 34	Dental Nursing: Principles of Infection Control in the dental environment	3	2	3	1	2	2	1	2	2	2	1	1	1	2	3	1
F69C 34	Dental Nursing: Principles of oral health assessment and treatment planning	3	2	2	1	2	2	1	2	2	2	1	1	1	2	3	1
F69A 34	Dental Radiography	3	2	3	1	1	1	1	2	2	2	1	1	1	2	3	1
F69D 34	Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases	3	2	2	1	1	2	1	2	2	2	1	1	1	2	3	1

Key

C1 — Communication

C2 — Personal and people developments

C3 — Health, safety and security

C4 — Service Improvement

C5 — Quality

HWB1— Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing

HWB 2 — Assessment and Care Planning to meet health and wellbeing care needs

HWB3 — Protection of health and wellbeing

HWB4 — Enablement to address health and wellbeing needs

HWB5 — Provision of care to meet health and wellbeing needs

HWB6 — Assessment and treatment planning

HWB 7 — Interventions and Treatments

HWB8 — Biomedical Investigation

HWB9 — Equipment and devices to meet health and wellbeing needs

HWB10 — Products to meet health and wellbeing needs

IK1 — Information processing

5.3 Articulation, professional recognition and credit transfer

There is direct articulation and progression to other awards in the SQA framework as follows:

- ◆ SVQ Dental Nursing level 3
- ◆ PDA Oral Health Care: Dental Administrators at SCQF level 6
- ◆ PDA Oral Health Care: Dental Managers at SCQF level 8
- ◆ PDA Facilitating Learning, Training and Assessment in the Workplace at SCQF level 8

Successful candidates could progress in time to the PDAs for Dental Managers and/or Facilitating Learning, Training and Assessment in the Workplace, both at SCQF level 8.

5.4 Opportunities for Core Skills Development

Although not formally assessed as part of the PDA Dental Nursing, candidates will have the opportunity to develop the following Core Skills:

Communication (Oral Communication) There are ample opportunities for candidates to provide evidence of oral communication skills when interacting with staff and patients and other internal and other external customers.

Communication (Written Communication): Working in a dental environment where the well being of individuals is being supported necessitates the use of written communication to convey information reports, treatment plans etc Therefore when completing this award, candidates should be able to collect evidence for written communication

Information and Communication Technology Dental practices use information technology systems to input records and reports, for processing other information and to retrieve information about individuals. There are opportunities for candidates

to collect evidence towards achievement of this Core Skill. Candidates may also use Information Technology to produce their assessments

Problem Solving Assessments will demand evidence of an understanding of theoretical concepts and an ability to give examples of how to relate theory to practice

Working with Others is a critical competence for dental nurses and is developed through the units

5.5 Core Skills exit profile

On completion of the component Units, it is anticipated that candidates will have developed aspects of the Core Skills in *Working with Others*, *Problem Solving and Communication* to SCQF level 5 or equivalent.

6 Approaches to delivery and assessment

6.1 There is no prescribed order in which the units must be delivered and centres may design their delivery plans to meet the needs of candidates. The qualification may be delivered through a blended learning format which could include distance, open or e-learning. As the PDA is aimed at trainee dental nurses, candidates should be working in the dental environment or have access to an appropriate placement which will allow them to meet the competencies detailed in the Units. Workshops could be used to supplement tutor-led sessions and e-learning.

The assessment guidelines within each Unit have been designed to meet the Evidence Requirements for each Unit. Each Unit may be assessed holistically using short question papers to cover the knowledge and skills in each Unit. This will help prepare candidates for the overarching Group Award assessment provided by the Unit, *Dental Nursing Assessment F6C7 34*, ie, the assessment paper set by NEBDN on behalf of the Joint Awarding Partners (SQA, City and Guilds and NEBDN). Successful completion of this will allow candidates to seek registration with the General Dental Council.

Practical exercises could also be used. A question bank will be developed from which centres can prepare assessment papers for each component Unit. Specific guidance on content, context and delivery and assessment is given in each of the component units.

Although the Units in this PDA are designed and intended to be delivered as part of the Group Award, it is possible for individual Units to be delivered as stand alone Units as part of a candidate's individual Continuing Professional Development needs.

6.2 Arrangements for Dental Nursing Assessment Unit

The Assessment Paper will be available at three (3) diets per annum as follows:

- ◆ The first Friday in March
- ◆ The first Friday in June
- ◆ The first Friday in December

In accordance with the Joint Agreement between SQA, City and Guilds and The National Examining Board for Dental Nursing (NEBDN), there will be a single Assessment Paper across the UK which will only be available to candidates who have been registered to undertake it in approved Centres. This Paper will be made available to candidates on the same day and at the same time as agreed by the Joint Awarding Partners. This will ensure the security and integrity of the Assessment Paper and ensure fairness and transparency for all candidates. This process also demonstrates a quality assured approach to the Regulatory Body, the General Dental Council, which approves the PDA as a registerable qualification.

6.2.1 Enrolling Candidates

Centres are required to enrol candidates with SQA for the PDA in Dental Nursing (G9C4 47). The Centre must then also advise SQA when its candidates are ready to undertake the Assessment Paper for the Dental Nursing Assessment Unit (F6C7 34), i.e. at which of the three Diets: March, June or December. SQA will require this information ten weeks (10) prior to the exam date. Centres should submit a list to SQA containing candidate names, dates of birth and SCN numbers. SQA has produced a Question Paper Request Form – DN1 – which should be completed and sent electronically to the Qualifications Administrations Team.
qualificationsadmin@sqa.org.uk

This is attached as Appendix 1.

SQA will acknowledge receipt and notify the Centre of the date of despatch. Two weeks before the date of the Assessment, SQA will ask the Centre to confirm that the list of Candidates is correct and to make any amendments as necessary. The centre must confirm the details on the list and return this to SQA. SQA will then forward this to NEBDN so that it can allocate markers.

A flowchart illustrating the process is attached as Appendix 2.

6.2.2 Conduct of the Assessment

SQA will provide the Assessment Papers in batches of five to Centres one week before the exam date to allow centres time to prepare. The Assessment Papers **must** be held in secure conditions and not released to candidates until the designated time of assessment. The Centre will be responsible for the secure despatch of the papers to NEBDN for marking within 24 hours of the examination.

N.B. All unused Assessment papers **MUST** be returned to SQA. Unused papers must not be retained by Centres under any circumstances.

Assessment will take place under closed book conditions and Centres must ensure that they have appropriate accommodation to allow the Assessment to take place and provide invigilator(s) who will be responsible for the conduct of the Assessment. The Centre must confirm the appointment of invigilators to SQA. On completion of the Assessment, all Assessment Papers must be collected by the Invigilator, put into the correct envelopes and sealed. These must then be sent, preferably by recorded delivery, to NEBDN at **110 London Street, Fleetwood, Lancashire, FY7 6EU**

6.2.3 Marking and Resulting

The Assessment Papers will be marked by NEBDN on behalf of the Joint Awarding Partners. On completion of marking, the marking process and results will be moderated by the Joint Management Group and the Senior Examiner. Following this, candidate results will be communicated by SQA to Centres using the form **DN2** (attached as part of Appendix 1). Centres should then 'result' successful candidates as having achieved the Assessment Unit (F6C7 34), e.g., through SQA Red for registration and achievement).

Upon successful completion of all five Units in the PDA, candidates will be certificated by SQA on behalf of the Joint Awarding Partners. There will be no separate certificate issued for the Assessment Unit.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

8.1 The purpose of the PDA

The Professional Development Award (PDA) in Dental Nursing has been developed by SQA in conjunction with City and Guilds and The National Examining Board for Dental Nursing (NEBDN) and following consultation with the field in Scotland and key stakeholders including the NHS Education for Scotland Dental Directorate.

This new qualification will enable those working as dental nurses or trainee dental nurses to develop the knowledge and skills required to undertake the SVQ Dental Nursing at level 3 and meet the registration requirements as a Dental Care Professional (DCP) with the General Dental Council.

8.2 Structure and Content of the PDA

The award is made up of five Higher National Units and includes an examination prepared and marked by the National Examination Board for Dental Nursing.

The Units are:

- F69B 34 Dental Nursing: Principles of Infection Control in the Dental Environment
- F69C 34 Dental Nursing: Principles of Oral Health Assessment and Treatment Planning
- F69A 34 Dental Radiography
- F69D 34 Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases

The exam is:

- F6C7 34 Dental Nursing Assessment

The following information gives a summary of each Unit

Dental Nursing: Principles of Infection Control in the dental environment

This Unit is designed to introduce you to the risks of infectious diseases, their routes of transmission and methods of infection control in the dental environment.

Dental Nursing: Principles of oral health assessment and treatment planning

This Unit is designed to introduce you to methods for dental assessment and effective methods that can be used in oral health treatment planning. The Unit also covers dental anatomy and changes that can occur in oral tissue.

Dental Radiography

This Unit is designed to introduce you to current radiography legislation including the principles and techniques of handling and processing radiographs.

Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases

This Unit is designed to introduce you to the aetiology and progression of oral diseases, methods of prevention and restoration of the dentition.

Dental Nursing Assessment

This Unit is designed to provide an overall Assessment with questions covering the content of the four other component Units of the PDA and is central to preparing you to seek entry to the Register of the General Dental Council as a Dental Care Professional.

8.3 Assessment

It is recommended that each Unit is assessed by means of a question paper. This could be a single paper mirroring the model of the external Assessment Paper to help prepare you for the formal examination paper. Alternatively, each Unit could be assessed separately by a series of questions covering the content of each Unit. Your Centre will determine the model that best suits implementation of the PDA within your Centre.

8.4 Entry Requirements

You will need to be in employment within an oral health care environment or have access to a suitable placement which will allow you to achieve the required competencies. In addition, you should have Communication, English or equivalent at SCQF level 5 or above and Maths, Numeracy or a science-based course at SCQF level 4 or above (or equivalent).

Acceptance for this Course is at the discretion of the centre.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Question Paper Request Form — DN1 and Candidate Information List

Appendix 2: Flow chart showing process for enrolling candidates for the Assessment Paper

Appendix 1: Question Paper Request Form — DN1 and Candidate Information List



Assessment Paper Request Form for Approved Centres DN1

Dental Nursing Assessment: Unit F6C7 34

Please complete the details below to request Assessment papers. **All fields are mandatory.** This form should be submitted to SQA with the accompanying list which must contain details of each Candidate i.e. Full name as registered with SQA, date of birth and Scottish Candidate Number (SCN). SQA requires this information ten (10) weeks prior to the selected Assessment date.

Please refer to the PDA in Dental Nursing G9C4 47 Arrangements Document for a full explanation of the conduct of the Assessment.

Completed forms should be marked **for the attention of Anne Boyd** and e-mailed to the following address

qualificationsadmin@sqa.org.uk

The Assessment Paper will be available at three (3) Diets per annum as follows:

- The first Friday in March
- The first Friday in June
- The first Friday in December

Question papers will be dispatched to Centres within 5 (five) working days prior to exam date

I confirm that invigilator(s) have been appointed to invigilate the exam	Yes/No
I confirm that the Assessment Papers will be held in secure conditions	Yes/No
Signature	Date

No. of Candidates undertaking the Assessment

Date of assessment

Centre Contact Name

Full address of venue

Centre name

Centre number

Centre address for delivery

For the attention of (name)

Telephone number

Date of Request

Office Use Only

Date Request Acknowledged	Date of Despatch	Signed

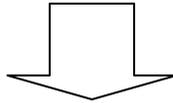
Appendix 2: Flow chart showing process for enrolling candidates for the Assessment Paper

PDA Dental Nursing

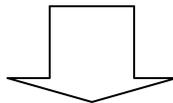
Examination Enrolment Process Flowchart

Stage 1 Pre-Assessment

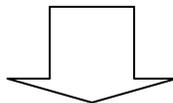
Ten (10) weeks prior to the date of the selected Diet, the Centre informs SQA of Candidates ready to sit the Assessment Paper using the form DN1



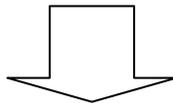
SQA acknowledges receipt of form within 5 working days



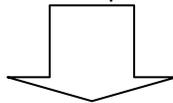
2 weeks before the Assessment date, SQA asks Centre to confirm the list of candidates and to amend if necessary within 3 days of receipt



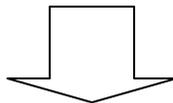
Centre returns DN1 confirming candidate details and final number for Assessment



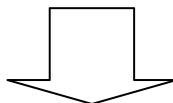
SQA acknowledges receipt and confirms date of despatch of Papers



SQA forwards a copy of the completed DN1 to NEBDN for its records



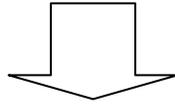
SQA despatches the agreed number of Papers to Centres with form DN2 detailing those Candidates entered by the Centre



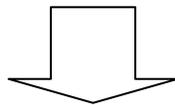
Centre confirms receipt of Papers to SQA

Stage 2 Post- Assessment

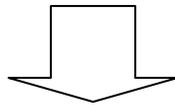
Centre sends completed Papers and DN2 to NEBDN for marking



NEBDN marks papers and returns DN2 showing the result for each candidate to SQA (DN2'R')



SQA returns the DN2'R' to Centre



Centre 'results' candidates using SQA Red