

To: SQA Coordinators
Secondary Schools and Further Education Colleges

Cc: SCIS
SQA Customer Support Managers
Director of Education
HMIE

Action by Recipient
Response required
✓ Note and pass on
None — update/information only

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Dear Colleague

National Qualifications — NQ Physical Education

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

This update contains information about:

- 1 Extra-curricular activities
- 2 Appeals Evidence
- 3 Higher Performance Exemplification
- 4 Intermediate 1 and 2 Nabs
- 5 Curriculum for Excellence Updates

Extra curricular activities

Centres are reminded that only activities which form part of the centre's PE Course can contribute to any performance grade; ie, **the use of extra-curricular activities to contribute to performance grades is unacceptable.**

Please see extracts from the various Course Arrangements Documents below:

Intermediate 1, 2, Higher and Advanced Higher

Appendix 1 of the Arrangements Document for Intermediate 1, 2, Higher and Advanced Higher Physical Education states:

Definition of activity in the context of a Course award

1. A Course activity is one which forms part of the teaching and learning of a centre's overall course for Higher Physical Education. As such, an
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- integrated approach which combines selected activities with selected areas and forms of analysis and development of performance is required.
2. The balance of time allocated to selected activities which feature in the Course design will be a matter for individual centres to decide.
 3. When teacher/lecturers are negotiating with candidates the activities for the Course, account must be taken of the assessment requirements in relation to each activity and whether these can be accommodated in the Course. An activity in which a candidate has a particular interest or expertise may only be brought into the Course provided satisfactory negotiation has taken place to ensure acceptable management of the activity and valid assessment arrangements.
 4. **An activity undertaken in extra-curricular time only cannot contribute to the candidate's assessment in Performance.**
 5. It is the responsibility of the teacher/lecturer in charge of the Course to collate appropriate assessment evidence and submit Performance marks. Evidence should be recorded in relation to the criteria associated with the performance scale. Evidence on which assessment is based should be generated during the Course.
 6. Centres will be required to submit to SQA the names of the activities which have been used to compile each candidate's Performance mark. It will be part of the Visiting Moderator's duties to advise the SQA of circumstances where activities appear to have been assessed in situations not in keeping with the requirements described above.

Definition of an activity in the context of a Unit only

1. When teacher/lecturers are negotiating with candidates the activities for the Unit, account must be taken of the assessment requirements in relation to each activity and whether these can be accommodated in the Unit. An activity in which a candidate has a particular interest or expertise may only be brought into the Unit provided satisfactory negotiation has taken place to ensure acceptable management of the activity and valid assessment arrangements.
2. **An activity undertaken in extra-curricular time only cannot contribute to the Unit assessment in Performance.**
3. It is the sole responsibility of the teacher/lecturer in charge of the Unit to collate appropriate assessment evidence. Evidence should be recorded in relation to the criteria associated with the performance scale. Evidence on which assessment is based should be generated during the Unit.
4. Centres will be required to submit to SQA the names of the activities which have contributed towards each candidate's Unit assessment. It will be part of the Visiting Moderator's duties to advise the SQA of circumstances where activities appear to have been assessed in situations not in keeping with the requirements described above.

Standard Grade

Structure of the Course

Within the planning requirements described below centres will choose their own combination of component activities for the two-year Course.

A component activity is a portion of the Course within which a group of learning experiences are provided for candidates in the context of one or more physical activities.

The purpose of each component activity is to provide the appropriate learning experiences which will enable candidates to achieve selected learning outcomes. The number of component activities and the duration of each may vary but the following requirements should be met:

- ◆ the total time for the Course will be 160 hours
- ◆ the Course will contain a minimum of five component activities and a maximum of eight
- ◆ the teaching time for any one component activity will be a minimum of 20 hours, with a maximum of 50 hours

Appeals Evidence

When generating Appeals evidence for your candidates at all levels (includes Standard Grade unless otherwise stated) you are reminded that:

- ◆ to compile Appeals evidence you must have evidence for the full question paper. This evidence must show the same breadth of coverage of the content of the Course as an SQA question paper. A prelim-type event is going to be an indicator of likely candidate performance in the external examination when pressure of time and retention of learning are significant factors. The evidence for the question paper should again replicate the standard, conditions, duration, format, overall demand and security of SQA question papers.

Note: At Standard Grade level centres are able to use the SQA Evaluating DVD and its associated questions in its entirety as a prelim but for KU the prelim, if using SQA past papers, must be made up from at least three past papers, 1998 – present.

Please note that that the EV Marking Instructions are available on SQA's secure website. Your SQA Coordinator will be able to access these for you.

- ◆ sets of questions should not be lifted en-bloc from SQA's past papers. No more than one question should be used from each area within a paper. For example in Higher Performance Appreciation, if you select question 1, you may not select question 2 from the same paper.
- ◆ where the sources are past papers, the years must be stated.
- ◆ the prelim is not equivalent in demand to the Course assessment when two assessments are used as a prelim. This split-prelim is considered to be less demanding than a full single prelim and this should be taken into consideration when compiling the Estimate and submitting this type of evidence for Appeals.

Note: At Standard Grade level when only one component of the paper is being appealed for, centres must submit a complete prelim paper in its entirety (ie EV and KU). This will give a clear indication that the

prelim paper, as sat by the candidate, was as demanding as the final SQA examination.

- ◆ NABs will not lend weight to Intermediate 1, Intermediate 2 or Higher Appeals because they do not replicate the conditions of SQA's question paper and centres should not submit NABs as evidence. The exception to this is at Advanced Higher where evidence of attainment for both NABs is required.
- ◆ marking instructions for the assessment instruments are essential because they give an indication of the standards applied. You can access the Marking Instructions on the Physical Education webpage, under Past Papers and Marking Instructions.

Note: At Standard Grade level you can access detailed marking instructions for Knowledge and Understanding on the Physical Education webpage. The Evaluating marking instructions can be accessed and downloaded from the secure website by your SQA Coordinator.

- ◆ evidence not supported by the cut-off scores is invalid. The cut-off scores are also essential information to enable Examiners to gauge the standards being applied by centres.

When generating Estimates and compiling evidence for Absentee consideration and Appeals, you should also refer to:

- ◆ Course Arrangements documents, which include Course Grade descriptions
- ◆ Course Assessment specifications
- ◆ SQA question papers
- ◆ SQA marking instructions
- ◆ External Assessment Reports (formerly Principal Assessor Reports)
- ◆ exemplification materials
- ◆ any other relevant information (eg Course reports, subject update letters).

These materials are available on the subject pages of our website (www.sqa.org.uk).

Frequently Asked Questions for Standard Grade Physical Education Appeals

- 1 What instrument of assessment is admissible for an appeal at Standard Grade?

Centres must provide evidence which replicates the Course assessment (ie a Question Paper) and the national marking standards imposed. This is most likely to be a prelim-type event. This evidence should replicate the standard conditions, duration, format, demand and security of SQA question papers.

- 2 How can I construct a prelim that would be acceptable as evidence for appeals?

For the Evaluation Section (EV) of the paper only, a past SQA paper and its associated video/DVD questions can be used in its entirety.

If you are using SQA past papers to make up the Knowledge and Understanding (KU) prelim, you must use a judicious selection from at least three past papers, 1998 onwards.

The questions must replicate the standard format, duration, demand and security of SQA question papers. The paper should reflect a 2-2-1 content of the three areas of Standard Grade, ie Activities, The Body, Skills and Techniques and should address different concepts.

To ensure that the EV component of a Prelim is marked to the same standard as an SQA paper, you should refer to the document "Application of Marking Criteria in Evaluating" (2006 onwards) as available under Standard Grade Support Material on the PE webpage.

Note: KU questions at Credit level should be constructed/selected with consideration given to "Credit level only concepts" as given in the Standard Grade Support Material on the PE web page. A prelim which contains no Credit only content would be deemed as not as demanding as an SQA paper.

3 What do I send when appealing for a candidate upgrade?

A single prelim (or similar) is sufficient evidence for an appeal. When only one component of the paper is being appealed for (eg KU) you must send a complete prelim in its entirety (eg EV and KU).

Note: Failure to submit a complete question paper (ie EV and KU) will result in an unsuccessful appeal for the component since the incomplete evidence will be treated as less demanding than an SQA paper.

4 What do I send if my candidates have a prelim on part of the course in December and another prelim on the rest of the course in March?

This type of evidence is acceptable but it will be treated as a 'split prelim'. This means that overall it may be less demanding than the SQA examination paper and may not be granted the full upgrade at appeals.

5 What else must I submit?

You must submit a full set of Marking Instructions. The KU MIs can be compiled by cutting and pasting the relevant answers to questions from existing MIs available on the PE webpage.

The EV MIs (2004 onwards) can be accessed from SQA's secure website by your SQA co-ordinator.

Sources of all questions are mandatory and failure to submit the sources may result in an unsuccessful appeal. If using questions from a past SQA paper you must identify the question number and year.

Centres must also provide details of the cut off scores applied. The cut off scores for EV can be found in the External Assessment Report on the PE webpage.

Because the KU prelim will be sourced from at least three past papers, centres are advised to set appropriate cut off scores for this section.

Exemplification

Higher Physical Education Performance Exemplification DVD

We would like to take this opportunity to thank all candidates and Appointees involved in the production of the Higher Exemplification DVD.

This DVD was sent to all centres throughout Scotland and contains examples of candidate performance at Higher in the following activities: football, netball, volleyball and badminton. The DVD is accompanied by a set of support notes.

If you have not yet received a copy please contact Zoë Anderson for further details.

Please note there are a limited number of copies left in storage and will be distributed on a first-come first-served basis.

Intermediate 1 and 2 Nabs

We are currently working on a project to provide an alternative Instrument of Assessment for Intermediate 1 and 2 Analysis and Development of Performance.

We plan for the revised Nabs to be published by August 2011.

Curriculum for Excellence Update

Centres can subscribe to MyAlerts for Curriculum for Excellence news and updates. Details of how to access this are located on www.sqa.org.uk/curriculumforexcellence.

Should you require any further information regarding the content of this letter or any other matter relating to Physical Education Courses, please contact Zoë or me using the contact details provided.

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Yours sincerely



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