

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

Contact Name: Lesley Clark at Glasgow  
Direct Line: 0845 213 5616  
E-mail: [Lesley.clark@sqa.org.uk](mailto:Lesley.clark@sqa.org.uk)

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.

### **General Issues**

#### ***CPD Events***

We are holding the following CPD event this session:

#### **◆ Higher Physical Education Professional Development Workshop**

This event is being held in Stirling on Saturday 22 January 2011. For more information and a registration form please go to [www.sqa.org.uk/pdws](http://www.sqa.org.uk/pdws)

### ***Appointees***

#### ***Examination Teams***

We would like to express our gratitude and extend our thanks to all those who have undertaken duties in session 2009/10. We appreciate the work that all the teams carry out and look forward to continuing working with them during session 2010/11.

---

### *Markers*

Marking is an extremely important, and highly valued, component of the education system in Scotland. Many teachers/lecturers carry out the role in order to further their own understanding of the examination process, and as part of their Continuous Professional Development. If you are interested in becoming a Marker for next year's diet of examinations and have either two (Standard Grade, Intermediate 1, Intermediate 2) or three (Higher and Advanced Higher) year's teaching experience in Physical Education, please complete an Appointee Application form, which can be downloaded from the Appointee Management page of SQA's website ([www.sqa.org.uk/am](http://www.sqa.org.uk/am)), and return it to [am@sqa.org.uk](mailto:am@sqa.org.uk).

### *Verifiers*

We are grateful to the appointees who carry out this role and would encourage others to become involved. Many teachers carry out this role to further their own understanding of SQA Courses, and as part of their Continuous Professional Development. If you are interested in becoming a Verifier and have relevant teaching experience, please complete an Appointee Application form, which can be downloaded from the Appointee Management page of SQA's website ([www.sqa.org.uk/am](http://www.sqa.org.uk/am)), and return to [am@sqa.org.uk](mailto:am@sqa.org.uk).

### ***External and Internal Assessment Reports (Formerly***

These reports are now available from the SQA website ([www.sqa.org.uk](http://www.sqa.org.uk)). I recommend that you take time to read these reports as they contain useful feedback on Diet 2010. This includes information about areas in which candidates performed well, together with advice to centres regarding areas which they found more demanding.

### ***Exemplification***

#### *Intermediate 1 Physical Education Performance Exemplification DVD*

We would like to take this opportunity to thank all candidates and Appointees involved in the production of the Intermediate 1 Exemplification DVD.

This DVD contains examples of candidate performance at Intermediate 1 in the following activities: basketball, badminton, dance and hockey in conjunction with 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.

#### *Higher Physical Education Performance Exemplification DVD*

Thank you to all the centres that completed and returned the feedback questionnaire which accompanied the Intermediate 1 exemplar DVD.

---

This allowed us to identify areas in which centres require further support.

The next exemplar DVD will focus on Higher level performance in the following activities: football, netball, volleyball and badminton.

We plan to have this ready and issued to all centres by April 2011.

## **Central Verification**

### *Verification of Analysis and Development of Performance*

In order to support centres with the quality assurance demands of National Courses it is recommended that centres enter the Analysis and Development of Performance Unit with a completion date of March. Many centres choose the Performance Unit for this completion date, but given this Unit has visiting Verification, the Analysis and Development of Performance Unit would be more appropriate.

Centres will continue to be verified for the Analysis and Development of Performance Unit both centrally and by visiting in April of each session.

### *Verification of Performance*

The Performance element for all Physical Education Courses continues to be a major strength for the majority of candidates. Centres are reminded that they should use the Performance Criteria, as set out in SQA's Performance NAB, in conjunction with the case study videos and Intermediate 1 DVD which exemplify the national performance standards across all levels over a range of activities.

## **Appeals**

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 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](http://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.

## **Curriculum for Excellence update**

### ***Overview of Qualifications Reports***

Following on from the publication of Progress Reports, the publication of Overview of Qualifications outline the list of subjects that fall within each curriculum area and the suites of courses that will be developed.

The list includes the names of the subjects and the levels at which qualifications will be developed. For example, Physics, Biology, and Chemistry, at all their examining levels, would fall within the sciences curriculum area. The publication also gives details of the scope of the curriculum area, skills, progression, and learning and teaching approaches. Qualifications will be developed in line with the broad vision set out in the Overview publication.

To view the Overview of Qualifications, please visit <http://www.sqa.org.uk/sqa/44902.2840.html>. A feedback facility is available on the website.

The decision on which subjects to include has been taken following extensive research and targeted engagement with a wide range of stakeholders.

Uptake levels for each existing subject have been considered, as well as the level and location at which the qualification is commonly studied. The list may include new subjects and some subjects may be rationalised or consolidated into a general Course.

### ***Curriculum Area Review Groups***

Curriculum Area Review Group (CARG) meetings are scheduled to take place over the coming months and the agenda will include a chance for members to comment on draft National 4 and 5 Course Rationales and Course Summaries. For example, CARG members will be asked to comment on whether:

- the aims, purposes and principles of Curriculum for Excellence are met
  - the Rationale and Course Summary accurately reflect the vision laid out in the Overview report
-

- the area(s) of study in the proposed Course are appropriate
- the use of common terminology is appropriate

### **Qualifications Design Teams**

Qualifications Design Teams (QDTs) have been established to take forward the development of the suites of Courses published in the Overview report. The QDTs will have a key role to play in developing qualifications and will work to the strategic guidance of the CARG. The QDT ensures that experienced classroom practitioners are pro-actively involved in developing Courses for their subject.

### **Subject Working Groups**

Subject Working Groups (SWGs) have been established to carry out discrete pieces of work, for example, developing the Course Specification, Unit Specification or Unit Support Pack for a particular subject area.

## **Project Based National Courses (PBNCs)**

As you may be aware, a number of PBNCs have been withdrawn from the catalogue. However, the individual Units from these PBNCs will still be available in the catalogue.

The PBNCs which have been withdrawn at Intermediate 2 level are:

Leading Sports Activities  
Fitness and Exercise

The PBNCs which have been withdrawn at Higher level are:

Fitness and Exercise  
Sports Coaching Studies

## **New Developments**

Centres may be interested in the following National Progression Awards (NPA) which have been developed in the HN team, managed by Paul Gallagher (paul.gallagher@sqa.org.uk). These NPA's are now available for delivery.

### **Exercise and Fitness Leadership**

The NPA consists of 5 Units and 3 must be completed for the Group award. The Units are as follows:-

Titles	SCQF level	Credit value
Exercise and Fitness: Cardiovascular Training (Higher)	6	1 Credit at H
Exercise and Fitness: Fixed Weight Training (Higher)	6	1 Credit at H
Exercise and Fitness: Free Weight Training (Higher)	6	1 Credit at H
Exercise and Fitness: Circuit Training (Higher)	6	1 Credit at H
Exercise and Fitness: Exercise to Music (Higher)	6	1 Credit at H

---

## Sport Development

The NPA consists of 2 Units (3 Unit credits) and all must be completed for the Group award. The Units are as follows:-

Titles	SCQF level	Credit value
Sports: Activity and Participation Opportunities in the Community (Higher)	6	1 Credit at H
Sports: Investigate Activity Development Opportunities in an Organisation (Higher)	6	2 Credits at H

## Play in a Sports Environment

The NPA consists of 3 Units (3 Unit credits) and all must be completed for the Group award. The Units are as follows:-

Titles	SCQF level	Credit value
Health, safety and well-being of children and young people in a sport environment	6	1 Credit at H
Provide Play Sessions in a Sport Environment	6	1 Credit at H
Working with children and young people to provide play in a sport environment	6	1 Credit at H

## Organising Volunteering Events in Sport

The NPA consists of 3 Units and all must be completed for the Group award. The Units are as follows:-

Titles	SCQF level	Credit value
Sport and Recreation: Developing Volunteering (SCQF 6)	6	1 Credit at H
Business Decision Areas: Marketing and Operations (Higher) DV4K 12	6	1 Credit at H
Event Organisation (SCQF level 6) F3PN 12	6	1 Credit at H

## Achieving Excellence in Sport

The NPA consists of 4 Units and all must be completed for the Group award. The Units are as follows:-

Titles	SCQF level	Credit value
Individual Performance in Sport: Codes of Conduct (Higher)	6	1 Credit at H
Individual Sporting Performance (Higher)	6	2 Credits at H
Individual Performance in Sport: Analysis and Evaluation (Higher)	6	1 Credit at H

---

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.

Lesley Clark  
[lesley.clark@sqa.org.uk](mailto:lesley.clark@sqa.org.uk)

Qualifications Manager  
0845 213 5616

Zoe Anderson  
[zoe.anderson@sqa.org.uk](mailto:zoe.anderson@sqa.org.uk)

Qualifications Officer, Physical Education  
0845 213 5477

Yours sincerely

A handwritten signature in black ink that reads "Lesley Clark". The signature is written in a cursive style with a large initial 'L'.

Lesley Clark  
Qualifications Manager  
Science, Technology, Engineering & Mathematics

---