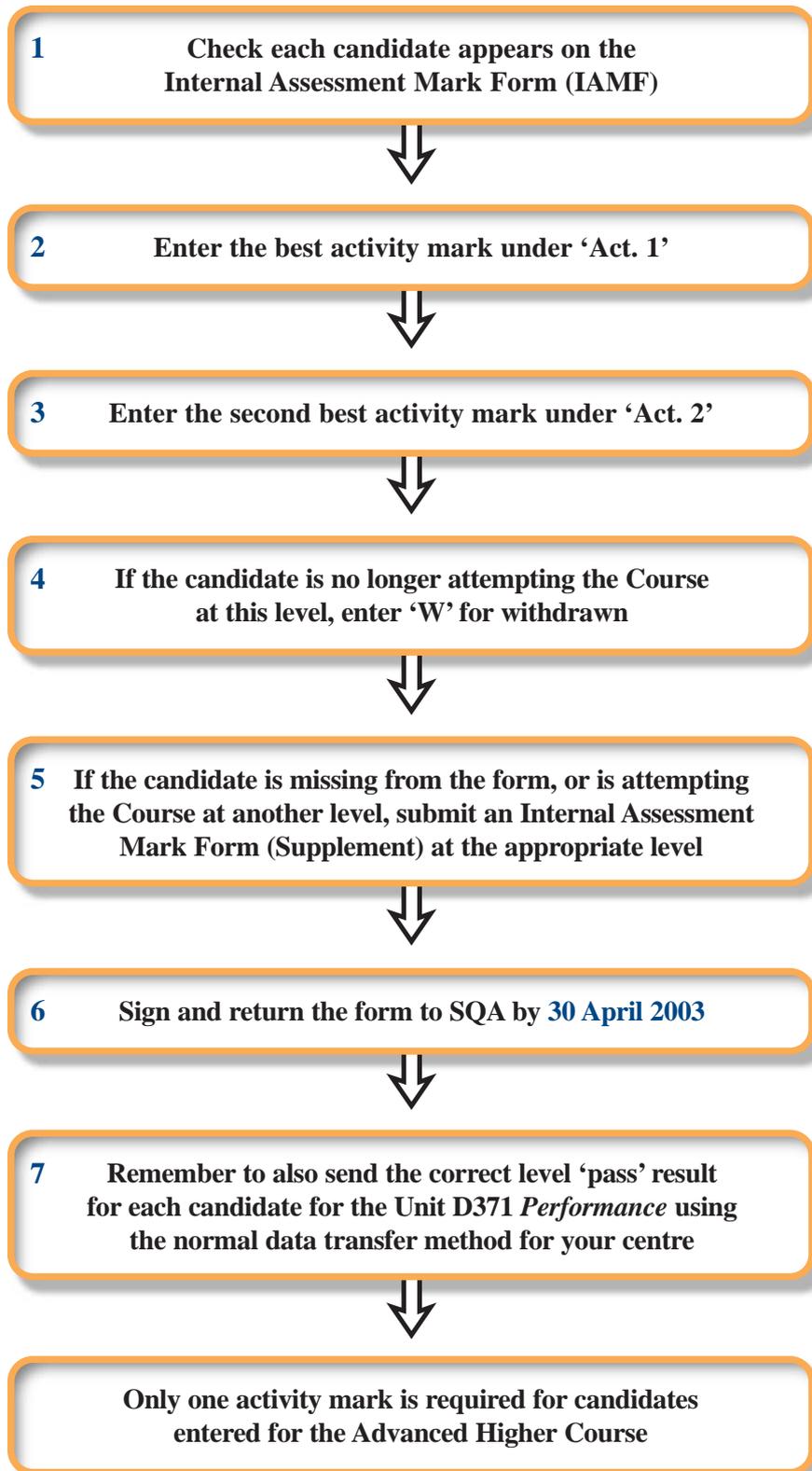


National Qualifications in Physical Education 2003

Sending internally assessed performance activity marks



The Internal Assessment Mark Form (IAMF) is used to submit the activity mark(s) for your candidates for Course awards. SQA will scale the marks, and combine them with the candidates' examination marks to give the mark on which their Course grade and band is based.

The IAMFs are produced from entry data held by SQA. Please make sure that your entry data is accurate, and that it is updated where necessary — SQA cannot process changes to entry data from information submitted on IAMFs.

IAMF data is used to compute Course results — SQA do not use it to result, or amend entry information for, Unit D371 Performance.

- 1 If the candidate's name does not appear on the form, don't write it in, but complete an Internal Assessment Mark Form Supplement — see 5 below.

- 2 and 3
 - ◆ Mark your candidates according to the PE marks scale. Ensure that any changes to marks agreed at Visiting Moderation are taken into account.
 - ◆ Don't exceed the maximum activity mark available for the Course entry level — the maximum mark is stated on the form.
 - ◆ Remember that if a candidate does not achieve the minimum activity mark for the Course entry level it is unlikely that they will gain the Course award (don't forget that the marks are scaled). Consider whether the Course entry should be changed to a lower level.

- 4 Enter 'W' against candidates who are not completing the Course, or who are doing the Course at another level. Make sure that the Course entry level has been changed for these candidates (see the Operational Guide for Schools para 8.10 for information on changing a candidate's Course/Unit level). Do NOT enter 'W' against candidates who are achieving Unit D371 at another level — but who are not changing their Course entry level.

- 5 Complete an IAMF (Supplement) if:
 - ◆ The candidate's name was omitted from the preprinted list of names on the IAMF.
 - ◆ The candidate has been withdrawn from the original Course entry level and entered for a greater or lower level. Remember that all Unit passes must be at least at the Course entry level.
 - ◆ Don't forget to enter the Course level on the IAMF Supplement — a separate supplement is required for each course level.

- Do NOT complete an IAMF Supplement if:
 - ◆ The candidate hasn't changed Course level, but has achieved the performance Unit at a level greater than the Course entry — see 7 below.

- 6 Make sure that all forms are returned to SQA by the due date of 30 April 2003.

- 7 You have completed the IAMF and any supplements to give SQA the mark(s) which go towards the Course award. You still need to make sure that you submit a result for the Unit D371 Performance — that result will be Pass, Fail or Withdrawn. If a candidate needs more time to complete the Unit the completion date can be extended. This information is sent to SQA using your normal data transfer method (electronic or paper).

Unit D371 Performance can be resulted at levels greater than the Course entry — this is where you can give exceptional performers credit for their abilities! See the Operational Guide for Schools para 8.10 for information on changing a candidate's Course/Unit level.