

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 this subject.

This update contains information about:

- 1 Advanced Higher Project Report
- 2 Appointees
- 3 Internal and External Assessment Reports
- 4 Performance Exemplification
- 5 Extracurricular activities
- 6 Development Visit and Bespoke In-Service Training
- 7 Curriculum for Excellence Update

1. Advanced Higher Project Report

1.1 Guidance on Word Count

We would like to clarify that candidates are not penalised for submitting reports exceeding the recommended word limit in their Project Report, however to allow for a focused and relevant response, we strongly advise that submissions are no greater than 7000 words.

Candidates should be encouraged to focus on the quality, rather than the quantity of the response. Excessively long submissions tend to be self-penalising as the work may become repetitive and irrelevant.

1.2 Exemplification

Two Project Reports with accompanying commentaries have been selected from this year's Diet and published on our secure website – you may find this a useful resource.

SQA Secure site: www.sqa.org.uk/sqasecure. SQA Coordinators will have access to this site.

1.3 Support Material

The following documents have been updated and new versions are available from the Advanced Higher PE homepage, under the heading 'Support Material':

- Managing the Project Report
- Writing the Project Report – Advice for Candidates
- General Advice

2. Appointees

Examination Teams

We would like to express our gratitude and extend our thanks to all those who have undertaken duties in session 2011/12. We appreciate the work that all the teams carry out and look forward to continuing working with them during session 2012/13.

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), and return it to am@sqa.org.uk.

3. Internal and External Assessment Reports

These reports are available from the SQA website (www.sqa.org.uk). I recommend that you take time to read these reports as they contain useful feedback on Diet 2012. This includes information about areas in which candidates performed well, together with advice to centres regarding areas which they found more demanding.

4. Performance Exemplification

Exemplar DVD's have been created for Intermediate 1 and Higher Physical Education and sent to all centres. They contain examples of candidate performance in a variety of different activities with accompanying 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.

5. 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 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

6. Development Visit and Bespoke In-Service Training

The following options are available to centres looking for feedback/support:

Development visit

Development visits focus on internal (Unit) assessment and are charged at £100. Please contact bill.crawford@sqa.org.uk or 0345 213 6871 to arrange.

In-Service training

It is possible to request in-service training, subject to the nature of the request and the availability of resources. In most cases, the Principal Assessor or another experienced Appointee would deliver the training.

There is a charge for this service: a 3 hour session (half day) costs £494 and a six hour session (full day) costs £741.

If your centre agrees to the above costs, then the next stage is for us to liaise with the Appointee and the centre/local authority to agree the content of the training and agree on a suitable date. Please note that should any preparation material be required for the event then the duplication of material would be the responsibility of the centre/local authority.

In-Service training is bespoke therefore tailored to individual centres' needs, however, please note: that this training would **not** involve a review of the work that you submitted for external assessment in 2012 and justifying the marks awarded.

If you are interested in requesting this service, please complete a booking form via SQA's website.

Curriculum for Excellence Update

Unit Assessment Support

SQA has developed the first pack of Unit Assessment Support for Units in the new National Courses from National 2 to National 5. These are for assessors in schools and colleges. They are confidential documents which must be held securely. These documents are valid from August 2013.

The first pack is now available on the [SQA Secure website](#) via each school or college's SQA Coordinator. Practitioners should speak to their SQA Coordinator to access the documents.

Assessment support is designed to encourage professional judgement and to support learning and assessment that will motivate and challenge learners. The packs will help practitioners deliver and assess the new National Qualifications. Assessors may use the assessments provided in Unit Assessment Support Packs as they are, adapt/modify them, and/or use them to develop their own assessments. Further Unit Assessment Support Packs will follow at the end of February and the end of April 2013.

Specimen question papers will be published on SQA's website by the end of February 2013 and specimen Coursework will be available by 30 April 2013 following a phased release.

Further information on the Unit Assessment Support can be found on SQA's main website by using the subject drop-down menu at www.sqa.org.uk/curriculumforexcellence Assessment support for the new Higher will be available by the end of April 2014.

Draft Unit Specifications for Advanced Highers Published

We have published Advanced Higher draft Unit Specifications. These can be accessed by using the subject drop-down menu at www.sqa.org.uk/curriculumforexcellence. You can give your feedback on these draft Advanced Higher Unit Specifications via [Have Your Say](#). Final documents for Advanced Higher will be published in April 2013.

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

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

Lesley Clark
Qualifications Manager
Science, Technology, Engineering & Mathematics