

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 Appeals evidence
- 2 Feedback/support
- 3 CfE Update

1 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 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 website. 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 website.

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 website. 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.

4 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 website.

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 website.

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.

2 Feedback/support

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

Development visit

Development visits focus on internal assessment and are charged at £100. Please contact nqvve@sqa.org.uk to arrange.

Bespoke 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.

For more information (including costs) and a request form, please click on the link below:

<http://www.sqa.org.uk/sqa/47470.3063.html>

Performance Reports

This is a service offered to centres that would like detailed feedback on their candidates' performance in a particular subject.

For more information (including costs) and an request form, please click on the link below:

<http://www.sqa.org.uk/sqa/47472.3062.html>

3 CfE Update

Advanced Higher documents published

SQA has finalised and published documents for the new Advanced Higher Courses commencing in August 2015.

<http://www.sqa.org.uk/sqa/65500.html>

National 4 Added Value Unit assessment

SQA has published its third release of National 4 Added Value Unit assessments. The assessments are held securely and teachers/lecturers can arrange access to them through their SQA Co-ordinator.

<http://www.sqa.org.uk/sqa/65499.html>

National 5 coursework information

SQA has published its third release of coursework information for non-question-paper components of the National 5 Course assessment. This has been published in two parts: *general assessment information* and *coursework assessment tasks*.

<http://www.sqa.org.uk/sqa/65495.html>

Unit Assessment Support for National 2 to National 5

The third Unit Assessment Support package for Units in the new National 2 to National 5 Courses is now available. The documents are held securely and teachers/lecturers can arrange access through their SQA Co-ordinator.

<http://www.sqa.org.uk/sqa/65487.html>

I hope you find the contents of this update letter helpful. Should you require any further information regarding the content of this letter or any other matter relating to Physical Education, please contact Zoe Anderson or me.

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Yours sincerely



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