

20 May 2004

To: Head of Centre
HMI
Education Authorities
cc: SQA Co-ordinator

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

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Dear Colleague

Changes to Assessment and Delivery — Standard Grade Social & Vocational Skills

Following recommendations made in a recent report on potential areas for review within Standard Grade Social & Vocational Skills, SQA has taken steps to improve both current assessment practices and the options available to centres delivering this course.

Assessment Sheets

It has come to our attention that the existing assessment sheets for Communicative and Practical Abilities (the 'pink' and 'blue' sheets, respectively) are not fulfilling their function as effectively as they might. Furthermore, it was noted that the pink sheet is in fact rarely used, since centres are only moderated for Practical Abilities and evidence of Communicative Abilities is often implicit in the recording of practical work.

We have therefore redesigned the assessment sheets in consultation with key representatives from the field and from SQA's Examining and Moderation teams. The two existing sheets have been replaced with a single Assessment Sheet. A blank master copy of this sheet has been included with this letter, as has an exemplar completed sheet and an updated guidance document on generating and recording evidence.

The primary function of the new Assessment Sheet is to record the assessment of Practical Abilities. Where necessary, performance in Communicative Abilities can also be inferred by Examiners through both this and the items of evidence attached.

The Assessment Sheet should be printed on **green paper** for ease of identification at later stages, as illustrated by the exemplar. Please read the instructions on the Assessment Sheet carefully and familiarise yourself with the guidance document provided before making use of the new sheet.

Candidate Activities

It has been noted that the range of activities listed on pages 18-19 of the Revised Arrangements do not reflect developments in information and communication technology and are therefore not an up-to-date representation of centre or candidate practices.

We have therefore designated four new activities as acceptable options under this list, as follows:

- ◆ Create and use a database of information about evidence from the SVS course.
- ◆ Create and analyse a spreadsheet which shows income and expenditure from a Course Experience.
- ◆ Send a message, receive a reply and take appropriate action using fax and/or e-mail and/or texting.
- ◆ Use the internet to obtain and evaluate information relating to a Course Experience (eg train timetables, comparative prices of items of equipment, theatre programmes).

Please note that these activities do not replace or supersede any on the current list. Rather, they should be seen as additional choices for centres delivering and candidates undertaking Standard Grade Social & Vocational Skills.

I hope that you have found the information in this letter helpful. If you would like any further clarification of these changes, please contact me at the details provided above.

I have copied this circular to your SQA Co-ordinator for information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Greg Storey', written in a cursive style.

Greg Storey
Qualifications Officer

Encs