

Our ref: GS/SVS/UL/04

14 December 2004

To: SQA Co-ordinator  
Secondary Schools and FE Colleges

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

Contact Name – Greg Storey at Glasgow  
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Dear Colleague

### **National Qualifications Update – Social & Vocational Skills**

This briefing note is intended to offer practical advice and support on the issues being raised by centre staff with SQA, and should be distributed to those staff responsible for Social & Vocational Skills.

#### **1 Change of Marks**

Centres should note that the marks allocated to Question Papers in SVS have now been changed, as shown below:

<b>Level</b>	<b>Previous mark total</b>	<b>New mark total</b>
Foundation	53	55
General	58	60
Credit	68	70

These changes will take effect in the diet 2005 examinations. This will not have any wider repercussions on, for example, the weighting of Elements or the construction of the Question Papers.

## **2 Principal Assessor and Senior Moderator Reports**

At the conclusion of each examination diet, Principal Assessors and Senior Moderators produce reports which contain valuable information for teachers and lecturers in preparing candidates for future examinations.

The reports for Social & Vocational Skills are available on the SVS page of the SQA website ([www.sqa.org.uk](http://www.sqa.org.uk)). Centre staff responsible for SVS are advised to read these reports, as they provide information which will be useful in determining estimate grades and when generating evidence for appeals. The Principal Assessor's report also contains statistical data, including the grade boundaries used for the 2004 examinations.

In particular, SQA would like to bring to your attention to the advice given in the Principal Assessor's report on laying out a Credit answer and the use of calculations in coursework.

Furthermore, as noted in the Senior Moderator's report, SQA would again like to stress the following important message regarding the level of evidence generated:

**The level (i.e. Foundation/General/Credit) of the evidence is determined initially by the complexity of the task in terms of the Extended Grade Related Criteria.**

Credit level awards will not be applicable to tasks of General or Foundation levels, even if they are well organised or completed in a highly competent manner. The level awarded cannot be higher than the level indicated on the Assessment Sheet.

## **3 Assessment Sheets**

Centres will be aware that in May of this year, SQA issued a letter containing a new internal Assessment Sheet, along with a completed exemplar and accompanying guidance notes. These are currently available on the SVS page of SQA's website.

Although the use of these forms, as with their previous counterparts, remains at the discretion of teaching staff, centres are encouraged to make use of these forms when compiling and assessing candidates' work from session 2004/2005 onwards.

The revision of these assessment sheets has come about directly as a result of the recommendations made in the review report for SVS, as has the expansion of the candidate activities list in the arrangements document. Teaching staff should note that further changes may be implemented over the course of future sessions, but that centres will be advised of any such changes well in advance of their implementation.

## **4 Central Moderation of the Practical Abilities Element 2005**

Centres will be issued with the appropriate number of copies of the Internal Assessment Flyleaf for the external moderation of Standard Grade Social & Vocational Skills. Flyleaves will not be provided for all candidates being presented for SVS, only for the moderation sample group.

Documentation regarding arrangements for the submission of internally generated marks and moderation activity will be issued towards the end of February. Overall grades awarded internally must be submitted to SQA by 23<sup>rd</sup> March.

Central moderation will take place in the month of April.

I hope that the notes above and the materials attached are of help to you. If you have any queries about these or any other issues relating to Social & Vocational Skills please contact Greg Storey, the Qualifications Officer, at the details given above.

Yours faithfully

A handwritten signature in black ink, appearing to read "Keith A. Murray". The signature is written in a cursive style with a long horizontal stroke at the end.

Qualifications Manager