

19 December 2005

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
Direct Line: 0141-242 2331
E-mail: greg.storey@sqa.org.uk

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 Question Paper rubric

The rubric on the front cover of SVS Question Papers will be amended for diets 2006 onwards, to include a statement to the effect that candidates will receive marks for accuracy and presentation in their answers. This has always been the case in SVS, but it is hoped that the addition of this statement will help make this fact clear to candidates. Please find attached a copy of the amended cover sheet for information.

2 Sub-division of marks in Question Papers

In order to provide more information to candidates on the marks value of individual aspects of their responses, from diet 2006 Question Papers will, where appropriate, offer a more detailed breakdown of the marks available against specific tasks and demonstrated abilities within each question. This will not change the nature or structure of the questions. The intention is simply to make candidates more aware of what their responses ought to consist of and how many marks will be associated with the different components of their answers.

3 Central Moderation of the Practical Abilities Element 2006

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. Flyleafs 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 27 March.

Central moderation will take place in the month of April.

4 Principal Assessor's and Senior Moderator's Reports

SQA would like to encourage all centre staff responsible for SVS to read the reports of the Principal Assessor and Senior Moderator for Session 2004/05 and the corresponding examination diet. The reports contain detailed advice and information pertaining to candidate performance, guidance for centres and specific issues relating to individual examination questions. These are available in the SVS page of the SQA website (www.sqa.org.uk).

In particular, the following key points may be of use to centres:

Principal Assessor's Report

- ◆ Letter writing by hand
- ◆ The use of cheques and pay-in slips
- ◆ Level of presentation
- ◆ Layout of candidate responses

Senior Moderator's Report

- ◆ Completion of Assessment Sheets
- ◆ Evidence of individual candidate experience ('We did...'/ 'I did...')
- ◆ Grading anomalies

I hope that the notes above and the materials attached are of help to you. Please note that previous years' update letters are still available on the SVS page of the SQA website. These contain information which may be useful to centres offering SVS for the first time. 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 on the first page of this update letter.

Yours faithfully

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

Qualifications Manager

encs