

Our ref: AMacG/MS

25 November 2002

To: SQA Co-ordinator
Secondary Schools and Special Schools

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

Contact Name – Alastair MacGregor at Glasgow
Direct Line – 0141 242 2327
E-Mail – alastair.macgregor@sqa.org.uk

Dear Colleague

Standard Grade Social and Vocational Skills Circular

The contents of this circular should be passed to the member of staff responsible for Standard Grade Social and Vocational Skills.

The following update is provided to give information and advice to centres in relation to Standard Grade Social and Vocational Skills. For further clarification on any matter given in this update please do not hesitate to contact me using the contact details provided above.

Yours faithfully



Alastair MacGregor
Qualifications Manager

Enc

Principal Assessor and Senior Moderator Reports 2002

At the conclusion of each examination diet, Principal Assessors and Senior Moderators produce reports which contain a valuable amount of information which teachers and lecturers would find useful when preparing candidates for future examinations. These reports are available in the National Qualifications sections of the SQA website (www.sqa.org.uk). The Principal Assessor reports provide details of the grade boundaries used for each examination in 2002. This information will be of value to centres when determining estimate grades for candidate performance and when generating evidence for assessment appeals.

Review of Standard Grade Social and Vocational Skills

SQA has appointed a consultant to undertake a review of Standard Grade Social and Vocational Skills. The consultant will report back to SQA in late February/early March. At the end of this period the extent of possible revision will be known and time-scales for further development can be determined. This will be intimated to centres in due course. Details of the work being undertaken by the consultant will be posted onto the Social and Vocational Skills page of the NQ section of the SQA website. SQA will be utilising the Social and Vocational Skills page of the website as a mechanism for obtaining feedback from centres in relation to the review.

Marking Instructions for diet 2002

SQA will be issuing the marking instructions for Standard Grade Social and Vocational Skills 2002 shortly. The provision of the marking instructions will assist centres in determining the national standard for this Standard Grade course.

Central Moderation of the element Practical Abilities 2003

Copies of Internal Assessment Flyleaf for each candidate who comprise the sample for external moderation in Standard Grade Social and Vocational Skills will be issued to centres shortly. This is a change to previous procedures. Flyleaves will no longer be provided for all candidates being presented for Standard Grade Social and Vocational Skills, only for the moderation sample group.

The document *Notes on Completion and Submission of Form SGER 00 and Arrangements for Moderation*, Forms SGER 00 and stationery for the submission of candidate evidence (where required) will be issued in early March 2003.

The overall grades awarded are due to be submitted to the Scottish Qualifications Authority by 27 March 2003.

Central moderation will take place in the month of April 2003.

Appeals evidence

There appears to be some confusion as to what materials should be used for appeals evidence, especially in relation to a preliminary examination. The following guidelines should be followed when devising or using a prelim question paper:

- ◆ A complete past paper should not be used.
- ◆ A prelim paper from which the questions were sourced mainly from one past paper would not be valid.
- ◆ Prelim papers should be constructed to match the specifications of the SQA produced questions papers in terms of mark allocations and question paper themes and topics as well as prescribed activities listed in the Revised Arrangements in Social and Vocational Skills (SEB 1987).
- ◆ Marking instructions must be provided that link to the questions in the paper.
- ◆ Grade boundaries should be provided and these should reflect the grade boundaries published by SQA.
- ◆ All prelim papers should be marked in accordance with the published marking conventions for the course.
- ◆ Where a centre uses commercially produced prelim papers, it is the responsibility of the centre to ensure that such materials meet with the requirements detailed above. SQA as an awarding body does not validate materials from commercial bodies.

Centres should note that a complete question from a past SQA produced question paper can be used for class assessment at the end of a topic, theme or experience. This may not however provide evidence of long term retention of knowledge and skills, nor the integration of knowledge and skills from across the course and as such would only act as a supplement to the evidence provided by a prelim based question paper.

Should you have any questions regarding the content of this circular please do not hesitate to contact me or my Qualification Officer:

James Morgan – 0141 242 2195 – james.morgan@sqa.org.uk