Evidence required for external verification of units (including added value units) at verification events

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External verification

The purpose of external verification is to approve a centre's assessment approach and assessment judgements and to support them to meet SQA requirements. This is the quality assurance process SQA uses to make sure that national standards are applied consistently by all centres offering internally-assessed SQA qualifications.

To allow external verifiers to make an informed decision, sufficient evidence to demonstrate a centre's assessment approach and assessment judgements must be provided.

Note that if a unit is not fully completed at the time of external verification, centres may submit whatever assessed candidates' evidence is available, provided that it is sufficient to meet the above requirements. Centres must indicate whether evidence is complete or interim on the candidate evidence flyleaf.

Guidance on interim evidence is available on the quality assurance area of SQA's website (see *Guide to Interim Evidence*).

This document describes the evidence required for external verification of units (including added value units) at verification events. If your centre is selected for verification at a verification event, you must prepare the following for uplift by SQA:

1. Evidence of the centre's internal quality assurance processes

There is guidance on internal verification on the quality assurance area of SQA's website (see *Internal Verification Toolkit)*.

Centres should select candidates for their sample according to guidance in SQA's *Generating the Evidence* sample document.

2. Candidate information, along with details of relevant units, outcomes, and assessment standards

The **verification sample form** should be completed with the details of each candidate in the sample (including their Scottish Candidate Number), and a **candidate evidence flyleaf** should be completed for each candidate in the sample.

The centre's candidate assessment record (or equivalent), for each candidate, should provide details of the unit(s), outcome(s) and assessment standard(s) against which the candidate's evidence has been judged.

If a candidate's evidence has been judged against the outcomes and assessment standards of more than one unit (for example using a combined approach to unit assessment), details of all units, outcomes, and assessment standards against which the evidence has been judged should be provided on the centre's candidate assessment record or equivalent.

3. The assessment or other stimulus that generated the judged candidate evidence

The assessment may have been taken or adapted from unit assessment support packs, or may have been centre-devised.

For most units, assessors may use their professional judgement, subject knowledge and experience, and understanding of their candidates, to determine the most appropriate ways to generate evidence and the conditions and contexts in which evidence is used.

Centres have the option of developing their own National 4 added value unit assessments for use with candidates. Please note that this is not a requirement, and centres can continue to use SQA-produced added value unit assessments — most of which offer a degree of flexibility and choice which is clearly described therein.

In a portfolio approach to assessment, candidates' evidence for assessment may have occurred naturally during learning and teaching activities rather than being generated in response to a specific assessment task. In such cases, any direction or instructions used should be submitted or described in sufficient detail to allow the external verifier to assess the validity of the centre's assessment judgements of the naturally-occurring evidence.

If centres choose to devise their own assessments or **significantly** change SQA's assessments, it is advisable to have these prior verified by SQA. Prior verification requests can be submitted for any unit, including National 4 added value units. Further guidance on prior verification is available on the quality assurance area of SQA's website.

4. The candidate's evidence with the assessment judgements

The assessment judgements

External verification can only take place if clear assessment judgements by centres accompany the candidate's evidence. This allows the external verifier to reach an informed decision on whether the centre is making reliable assessment judgements in line with national standards.

The assessment judgement(s) must have been made against the relevant unit outcomes, and assessment standards, in accordance with the unit specification.

In accordance with SQA advice, the centre may have provided assessment arrangements for some candidates. If so, sufficient details of the specific assessment arrangement must be provided on the candidate evidence flyleaf. This will allow the external verifier to make an informed decision in relation to a centre's assessment judgements of those candidates' evidence.

Each candidate's evidence, whether complete or interim, must be accompanied by the assessment judgement(s) made at the time of assessment, and show clearly the basis on which those assessment judgements have been made. This can often most easily be shown by brief annotations on the candidate's evidence to indicate where specific assessment standards have been met. Alternatively, candidates' assessment records, or equivalent, can be used and should include brief assessor comments where necessary (eg for oral evidence or evidence that cannot easily be annotated) to show clearly the basis on which an assessment judgement has been made.

E-assessments delivered through SOLAR have already been pre-verified, along with any automatic marking used. The only post-delivery verification that may be required is of any human-marked or **project-based** questions delivered through SOLAR. If a candidate's evidence has been generated using SOLAR, centres need only provide the candidate's SOLAR results, recorded on the candidate's assessment record or equivalent. Centres are not required to send in any evidence generated from SOLAR because SQA can access this candidate evidence remotely.

The judged candidate evidence

It is the centre's responsibility to ensure that a candidate's evidence is the candidate's own work.

Candidates' evidence for assessment must be of a type that allows a valid assessment judgement to be made. For example, assessment of a candidate's practical skills must be made solely on the evidence of those skills being demonstrated (see www.sqa.org.uk/files_ccc/25GuideToAssessment.pdf).

Formats for submission of the judged candidate evidence

Information on formats for submitting assessed candidate evidence for verification events is shown in the tables following. **Each piece of assessed candidate evidence provided must be clearly attributable to one of the candidates in the sample.**

While SQA has anticipated that certain units are likely to have portable evidence suitable for submission to SQA for a verification event, if a centre finds that non-portable candidate evidence has been generated for such a unit, the centre should contact the verification team for advice. For further information, please see *Delivering National Qualifications: Guide for SQA Coordinators 2018/19* (www.connect.sqa.org.uk/) or contact the NQ Verification Team (e-mail: nqverification@sqa.org.uk; tel: 0345 213 6766).

Evidence for verification checklist			✓
For the centre	1	Evidence of the centre's internal quality assurance processes.	
For each candidate in the sample	2	Details entered on verification sample form and candidate evidence flyleaf, and on the centre's candidate assessment record or equivalent.	
	3	The assessment or other stimulus that generated the judged candidate evidence.	
	4	The candidate's evidence with the assessment judgement(s).	

Formats for submitting types of candidate evidence (with assessment judgements) to SQA for verification events

Each item of candidate evidence must be attributable to a single candidate. One or more formats may be used to present any candidate evidence. *All assessors' notes and commentary should show clearly the basis on which they made each assessment judgement.*	**Examples of types of candidate evidence that might be used for unit assessment.** **The evidence must be of a type that allows a valid assessment judgement to be made.** Evidence may be generated in response to an assessment task or may occur naturally during learning and teaching.							
	Text, graphical or pictorial candidate response, including printable electronic[1]	**Electronic product that is not printable, eg digital media, audio-visual**	**Oral presentation[2] or other oral response, *including response to oral questions or prompts***	**Performance**	**Ephemeral evidence of skills demonstrated during production[3]**	**Evidence of discrete stage of production**	**Bulky or perishable (non-portable) product**	**Response to SQA e-assessment (SOLAR)**
Hard or soft copy candidate evidence, with assessment judgement(s) indicated on the evidence itself, or with the evidence clearly referenced against an assessment judgement or judgements provided on the candidate assessment record or equivalent.*	✓							
On CD/DVD or other portable physical form, with assessor commentary provided on the candidate assessment record or equivalent.*		✓						
Audio or audio-visual recording as appropriate, on CD/DVD or other portable physical form, with assessor commentary provided on the candidate assessment record or equivalent.*			✓	✓ required for Music AVU	✓	✓		
Detailed assessor observation notes and a completed candidate assessment record or equivalent, along with any supporting evidence.*			✓	✓	✓	✓	✓	
Paper-based photographs, showing relevant details, with assessment judgement indicated on the photographs, or with assessor commentary provided on the candidate assessment record or equivalent.*					✓	✓	✓	
This candidate evidence is managed by SQA and will be made accessible to external verifiers online as required.								✓

[1]Examples of this type of evidence would include a written response, poster, artwork, leaflet, chart, map, calculation/working, mindmap, presentation slides/notes, program listings, screenshots, and so on.

[2] Includes talking/speaking skills required in English, ESOL, Gàidhlig, and Modern Languages, for example

[3] Such evidence may be assessed in subjects involving practical skills and/or adherence to health and safety guidelines, including Sciences, Design and Manufacture, and a range of other subjects.