## Understanding Standards Pre-delivery Meeting Form

**Course name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit name(s):** ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Unit number(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) of assessor(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of internal verifier(s):** David Marshall\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Documents and points for discussion | Discussed  Yes/No/N/A | Comments/action points (by whom, by when) | Action completed (initial and date) |
| --- | --- | --- | --- |
| Unit Specification(s) | Yes | Check SQA website to ensure most recent version. | DM 09/09/2014 |
| Unit assessment support packs (UASPs) or IACCA assessment task (where relevant)   * Judging evidence tables * Candidate assessment records * Conditions for assessment * Re-assessment | Yes | Use UASPs this session and start to develop some of our own assessments during the session.  Looked at Katy’s revised version of a candidate assessment record and agreed we would use this session. Katy to e-mail to group.  Clarified conditions of assessment for Outcome 2 and agreed no time limit. |  |
| Or |  |  |  |
| Centre-devised assessments   * Judging evidence tables (or equivalent) * Candidate assessment records * Conditions for assessment * Re-assessment | Yes | As above |  |
| Internally verified |  |  |  |
| Sent to SQA for prior verification |  |  |  |
| Opportunities for combined, holistic and continuous assessment and naturally occurring evidence | Yes | Although using the UASPs this session, agreed that naturally occurring evidence may also be used but must be clearly referenced in the candidate assessment record. |  |
| Exemplar assessments/  Understanding Standards materials from SQA | Yes | IV to check Understanding Standards website for update on availability of exemplars. Discuss arranging CPD session for LA in-service day in January. |  |
| External verification and key messages from previous session | Yes | No EV report for last session as not selected. Key Messages Report July 2014 (document with the KMs from all 3 rounds of verification in 13/14) stored on shared folder.  Note KMs on re-assessment and implement. |  |
| Resources and equipment required for assessment | No | All in place at start of session. |  |
| Accessibility — any barriers to assessment | No | Discussed opportunities for flexibility within assessment approach. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Understanding Standards activities undertaken | Discussed Yes/No/ N/A | Comments/action points (by whom, by when) | Action completed (initial and date) |
| CPD events | Yes | IV attending AH Implementation Event in December – disseminate info at January mtg. |  |
| Network with other delivery centres | Yes | As above re: contact with local authority. |  |
| Other | No |  |  |

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| --- | --- |
| Internal verification sampling criteria/plan | |
| Peer sampling for 3 experienced assessors — sample size to be agreed with IV and extended if problems.  Two new assessors sampled by IV for all three Units at N4. | |
| Internal verification planned activities | |
| Sampling dates | 10/11/14 20/02/15 06/05/15 |
| Meeting dates | 09/09/14 20/01/15 25/04/15 |

*Copied to all assessors and internal verifiers*

Signed: \_\_\_\_\_\_\_\_\_ DM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Internal Verifier)

Date: \_\_09/09/2014\_\_\_