

17 April 2009

To: SQA Co-ordinators
Secondary schools and further education colleges

Cc: HMIE
LEA contacts
SQA Customer Support Managers

Action by Recipient
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✓ Note and pass on
Note — update/information only

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Dear Colleague

National Qualifications — Physical Education update

The contents of this letter should be passed to the teachers/lecturers responsible for Physical Education.

The newsletter updates staff on issues from last session 2007/08 and highlights important information for the current session 2008/09 for National Qualifications in Physical Education.

I hope the contents of this letter are helpful to you. Please do not hesitate to contact either Lee McHugh (tel: 0845 213 5481, e-mail: lee.mchugh@sqa.org.uk) or myself at the above address.

Yours faithfully

Jennifer di Folco

Jennifer di Folco
Qualifications Manager
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National Qualifications — Physical Education

1. Support Materials

Support documentation is available on the Physical Education page of SQA's website (www.sqa.org.uk), for the following levels:

Standard Grade

A Marking Guide to Evaluating — these guidelines have been produced to support the assessment of Standard Grade Physical Education at all levels. Criteria have been designed to clarify acceptable candidate responses to questions in the Evaluating section where they are asked to describe actions or performances. Guidance on marking the Evaluation section is also given.

Knowledge and Understanding Content — this document details areas and concepts which centres should expect to be tested in the external examination.

Higher

Detailed Marking Instructions for Centres — this document gives the detailed marking instructions for all the key concepts within the Higher Physical Education Course. It can be used when compiling marking instructions for use in Prelims where SQA question papers questions have been selected.

Detailed Marking Instructions Pro forma — this is a template for use when compiling marking instructions. The relevant sections from the above document can simply be cut and pasted into this pro forma.

Advanced Higher

General Advice notes — advice given in this document is intended to aid staff by providing possible approaches in the implementation of the Advanced Higher Physical Education Course.

Managing the Project Report — this document is intended to support staff in their understanding of the discrete sections of the Project Report and gives advice on how to guide candidates to integrate the work already completed in the internal Units.

2. Exemplification

A further set of exemplification of Advanced Higher materials from diet 2008 will be available shortly. Centres are reminded that these will be in electronic form and can only be downloaded by SQA Co-ordinators.

3. **Advanced Higher Project Report word count**

As detailed in the Arrangements documents, ‘the Project Report should normally be of 2,000 and not exceeding 3,500 words in length, excluding any explanatory text relating to supporting materials, for example video and other appendices.’

Candidates will not be penalised if they should exceed these guidelines, within reason. However, centres are advised to assist candidates to ensure that they stay as close to these guidelines as possible.

4. **Performance marks**

With regards to a candidates’ Performance marks submitted to SQA for Intermediate 1, Intermediate 2 and Higher levels, I would like to clarify what action should be taken by centres.

- ◆ The candidate needs to achieve 11 marks or more in **one** activity to be awarded a ‘Pass’ for the *Performance Unit*.
- ◆ The candidate is then marked in a second activity. There is no minimum mark required here.
- ◆ These two marks are added together and submitted as the candidate’s Performance mark out of 40, towards the Course award.

For example:

- ◆ John Smith achieves 15/20 for Basketball. The centre submits a ‘Pass’ for the *Performance Unit*.
- ◆ John then achieves 4/20 for Swimming. The centre submits his performance mark as 19/40.

When a candidate is performing at a higher level, the centre submits a ‘Pass’ for the *Performance Unit* at the higher level. However, the mark awarded must correspond to the Course they are sitting, for this they would receive the maximum, 20/20, for the performance in that **one** activity at the lower level.

For example:

- ◆ Joan Smyth is sitting the Intermediate 2 Course but is a Higher Badminton performer. The centre submits a ‘Pass’ for the *Performance Unit* at Higher level and awards Joan 20/20 at the lower level.
- ◆ Joan is an Intermediate 2 performer in Hockey and achieves 11/20. The centre submits a performance mark of 31/40 for the Intermediate 2 Course.

5. **Standard Grade examination 2009**

The following are the actual running times for this year’s Standard Grade examination:

Start Time	End Time	Running Time
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Foundation	9:00am	9:59am	59mins
General	10:25am	11:25am	1hr
Credit	11:50am	12:52pm	1hr 2mins

These times ensure all candidates receive the minimum 20 minute interval as required.

Centres should also refer to *Instructions to Person Nominated to Operate DVD Equipment* for further information. This document will be issued to SQA Co-ordinators mid-April.

We would also like to remind centres that a digital clock has been added to the Knowledge and Understanding (KU) section for each level of the 2009 Standard Time DVD. This should be allowed to run its full time to indicate to the candidates the time allocated for the KU section.

We advise teachers to check DVD equipment and to make use of the 20 minutes available for checking the DVDs prior to the examination. Evidence has shown that the DVDs play best on DVD equipment and that difficulties can arise when centres attempt to play them on computers. It is worth noting that the quality of the picture can also be reduced when the DVD is played through a data projector.

6. Appeals 2008

When generating Appeals evidence for your candidates at all levels (including Standard Grade, unless otherwise stated) you are reminded that:

- ♦ to compile Appeals evidence you must have evidence for the question paper. This evidence must show the same breadth of coverage of the content of the Course as an SQA question paper. A prelim-type event is going to be an indicator of likely candidate performance in the external examination when pressure of time and retention of learning are significant factors. The evidence for the question paper should again replicate the standard, conditions, duration, format, overall demand and security of SQA question papers.

Note: At Standard Grade level centres are able to use the SQA Evaluating DVD and its associated questions in its entirety as a prelim, but for KU the prelim must be made up from at least three past papers (if using SQA past papers), 1998 – present.

- ♦ sets of questions should not be lifted en-bloc from SQA's past papers. Question 1 and 2 from any one SQA Higher question paper is not acceptable. However centres can, for example, use all parts of question 1 but none of question 2 and all parts of question 6 but none of question 5.
- ♦ where the sources are past papers, the years **must** be stated.
- ♦ the prelim is not equivalent in demand to the Course assessment when two assessments are used as a prelim and are separated by a period of time. This split-prelim is considered to be less demanding than a full prelim event and this should be taken into consideration when compiling the Estimate and submitting this type of evidence for Appeals.

Note: At Standard Grade level when only one component of the paper is being appealed for, centres are advised to submit a complete prelim paper in its entirety (ie Evaluating and Knowledge and Understanding). This will give a clear indication that the prelim paper, as sat by the candidate, was as demanding as the final SQA examination.

- ◆ NABs will not lend weight to Intermediate 1, Intermediate 2 or Higher Appeals because they do not replicate the conditions of SQA's question paper and centres should not submit NABs as evidence. The exception to this is at Advanced Higher level where evidence of attainment for both NABs is required.
- ◆ marking instructions for the assessment instruments are essential because they give an indication of the standards you applied. The detailed marking instructions at Intermediate 1, Intermediate 2 and Higher level are acceptable but you are asked to note that the examining team has produced extended marking instructions which you are advised to use as a format when compiling your own marking instructions. You can access the extended marking instructions on the Physical Education page of SQA's website, under Marking Instructions.

Note: At Standard Grade level you can access detailed marking instructions for Knowledge and Understanding on the Physical Education page of SQA's website. The Evaluating marking instructions can be accessed and downloaded by your SQA Co-ordinator.

- ◆ evidence not supported by the cut-off scores is invalid. The cut-off scores are also essential information to enable Examiners to gauge the standards being applied by centres. Centres can access the cut-off scores in the External Assessment (formerly Principal Assessor) reports on the Physical Education page of SQA's website.

When generating Estimates and compiling evidence for Absentee consideration and Appeals, you should also refer to:

- ◆ Course Arrangements documents, which include Course Grade descriptions
- ◆ Course Assessment specifications
- ◆ SQA question papers
- ◆ SQA marking instructions
- ◆ External Assessment (formerly Principal Assessor) reports, which include information on Grade boundaries
- ◆ exemplification materials
- ◆ any other relevant information (eg Course reports, subject update letters).

These materials are available on the subject pages of SQA's website (www.sqa.org.uk).

7. **F.A.Q. Standard Grade Physical Education Appeals**

Q1) What instrument of assessment is admissible for an appeal at Standard Grade?

A: Centres must provide evidence which replicates the Course assessment (ie question paper) and the national marking standards imposed. This is most likely to be a prelim-type event. This evidence should replicate the standard conditions, duration, format, demand and security of SQA question papers.

Q2) How can I construct a prelim that would be acceptable as evidence for appeals?

A: For the Evaluation section (EV) of the paper, an SQA past paper and its associated video/DVD questions can be used in its entirety.

If you are using SQA past papers to make up the Knowledge and Understanding (KU) prelim, you must use a judicious selection from at least three past papers, 1998 onwards.

The questions must replicate the standard format, duration, demand and security of SQA question papers. The paper should reflect a 2-2-1 content of the three areas of Standard Grade, ie Activities, The Body, Skills and Techniques and should address different concepts.

To ensure that the EV component of a Prelim is marked to the same standard as an SQA paper, you should refer to the document *Application of Marking Criteria in Evaluating* (2006 onwards) as available under Standard Grade Support Material on the Physical Education page of SQA's website.

Note: KU questions at Credit level should be constructed/selected with consideration given to 'Credit level only concepts' as given in the Standard Grade Support Material on the Physical Education page of SQA's website. A prelim which contains no Credit only content would be deemed as not as demanding as an SQA paper.

Q3) What do I send when appealing for a candidate upgrade?

A: A single prelim (or similar) is sufficient evidence for an appeal. When only one component of the paper is being appealed for (eg KU) you must still send a complete prelim in its entirety (eg EV and KU).

Note: Failure to submit a complete question paper (ie EV and KU) will result in an unsuccessful appeal for the component since the incomplete evidence will be treated as less demanding than an SQA paper.

Q4) What do I send if my candidates have a prelim on part of the Course in December and another prelim on the rest of the course in March?

A: This type of evidence is acceptable but it will be treated as a 'split prelim'. This means that overall it may be less demanding than the SQA examination paper and may not be granted the full upgrade at appeals.

Q5) What else must I submit?

A: You must submit marking instructions. The KU marking instructions can be compiled by cutting and pasting the relevant answers to questions from existing marking instructions available on the Physical Education page of SQA's website.

The EV marking instructions (2004 onwards) can be accessed by the SQA Co-ordinator.

Sources of all questions are mandatory and failure to submit the sources may result in an unsuccessful appeal. If using questions from an SQA past paper you must identify the question number and year.

Centres must also provide details of the cut off scores applied. The cut off scores for EV can be found in the External Assessment report (formerly Principal Assessor report) on the Physical Education page of SQA's website.

Because the KU prelim may be sourced from at least three past papers, centres are advised to use the average KU cut-off scores for each level over a number of years as a guide, as contained in the External Assessment report on the Physical Education page of SQA's website.

8. Project Based National Courses (PBNC)

The following PBNCs will be withdrawn from the catalogue at the end of diet 2010. However, the individual Units from this Course will still be available in the catalogue.

At Intermediate 2 level, the Courses available are:

- ◆ Leading Sports Activities
- ◆ Fitness and Exercise

At Higher level, the Courses available are:

- ◆ Fitness and Exercise
- ◆ Sports Coaching Studies

9. New developments

Centres may be interested in the following National Progression Awards (NPA) currently being developed in the HN team, managed by Paul Gallacher. These NPAs are scheduled to be available in August 2009.

9.1 Exercise and Fitness

The NPA will have 5 Units and 3 must be completed for the Group Award. The Units are as follows:

Titles	SCQF level	Credit value
Exercise and Fitness: Cardiovascular Training (Higher)	6	1 Credit at H
Exercise and Fitness: Fixed Weight Training (Higher)	6	1 Credit at H
Exercise and Fitness: Free Weight Training (Higher)	6	1 Credit at H
Exercise and Fitness: Circuit Training (Higher)	6	1 Credit at H
Exercise and Fitness: Exercise to Music (Higher)	6	1 Credit at H

9.2 Sport Development

The NPA will have 2 Units (3 Unit credits) and all must be completed for the Group award. The Units are as follows:

Titles	SCQF level	Credit value
Activity and Participation Opportunities in the Community (Higher)	6	1 Credit at H
Investigate Activity Development Opportunities in an Organisation (Higher)	6	2 Credits at H

9.3 Children and Sport (title not final)

The NPA will have 4 Units (4 Unit credits) and all must be completed for the Group award. The Units are as follows:

Titles	SCQF level	Credit value
Children and Young People: Process of Play (Intermediate 2)	5	1 Credit at Int 2
Health, safety and well-being of children and young people in a sport environment	6	1 Credit at H
Play in a Sport Environment	6	1 Credit at H
Working with children and young people to provide play in a sport environment	6	1 Credit at H

9.4 Volunteering in a Sport and Fitness Event

The NPA will have 3 Units and all must be completed for the Group award. The Units are as follows:

Titles	SCQF level	Credit value
Developing Volunteering in Sport and Recreation (SCQF 6)	6	1 Credit at H
Business Decision Areas: Marketing and Operations (Higher) DV4K 12	6	1 Credit at H
Event Organisation (SCQF level 6) F3PN 12	6	1 Credit at H