National Qualifications Support Team
Geography

Action grid from meeting held on 6 November 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	The Qualifications Manager Angela Baird (AB) opened the meeting by welcoming everyone and extending thanks for joining the NQST. Introductions were made.		
2	Roles and remit of NQST confidentiality	AB briefed members on the role of the NQST and encouraged the use of the NQST Quickr place — a dedicated secure online forum for this team — for discussion.	All	Ongoing
3	NQST Quickr place demonstration	Qualifications Officer Tahir Mohammed (TH) demonstrated the NQST Quickr place.		
4	Verification activity 2013–14	AB gave an update on verification and provided clarification on the quality assurance model and the plans for 2014–15 session. TM to share PowerPoint presentation with the members on Quickr forum.	TM	Nov 14
5	Overview of Understanding Standards activity	AB provided information on the upcoming National 5 Understanding Standards events, which will be led by the National 5 Principal Assessor. Details of the events can be found on SQA's website. The exemplification materials produced will be published on SQA's secure site in due course.		

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6	Role of Subject Implementation Manager	The Subject Implementation Manager, Lisa Allan (LA), gave a detailed overview of her activities and the support she has been providing to centres.		
		Any materials produced by LA to be uploaded to Quickr forum and members encouraged to provide feedback.	LA/NQST members	Nov 14
7	National 5, Higher and Advanced Higher	AB provided feedback on the first diet of National 5 Geography and the rationale behind the decision to extend the time available for the Question Paper. An update of progress was given in relation to National 5 (2015), new Higher and new Advanced Higher.		
8	AOB	Some queries relating to content/question types in the new Higher were raised by members. These were clarified by the Subject Implementation Manager.		