

28 August 2008

To: SQA Co-ordinator
LEA
Directors of Education
Customer Accounts Managers
All centres

**For the attention of all staff responsible for the delivery of
National Qualifications in Technical Education**

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

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Dear Colleague

Technical Education — Update

This is to update you on current developments in Technical Education subjects, ie Craft and Design, Product Design, Graphic Communication, Practical Craft Skills and Technological Studies.

Prelims, Estimates and Appeals

Updated guidance on Estimates, Absentees and Assessment Appeals (EAAAs) for the 2009 diet has been published. This guidance can be found on SQA's website (www.sqa.org.uk) using the following link:

<http://www.sqa.org.uk/sqa/33052.html>

External and Internal Assessment reports

These reports will be available from SQA's website by the end of October. Both reports contain very useful information and I would recommend that you download these reports and read them thoroughly.

Understanding Standards website

The Understanding Standards website (www.understandingstandards.org.uk) now contains information on the standards required for Product Design, Graphic Communication and Technological Studies. I would encourage you to visit the site and use the materials.

Graphic Communication

Revisions to Intermediate 2 Graphic Communication for session 2008/2009

Following the introduction of Intermediate 1 Graphic Communication, the Intermediate 2 Course has been revised to improve progression from the new Intermediate 1. These changes will now take effect.

The main changes are:

- ◆ inclusion of manual item in the Course Folio which will be renamed ‘Graphics Presentation Folio’ in line with the Intermediate 1 Folio
- ◆ inclusion of an Outcome on Colour Theory in Technical Graphics 1
- ◆ removal of location drawings from Technical Graphics 2
- ◆ additional Core Skills certification in both Technical Graphics Units
- ◆ re-coding of both Technical Graphics Units as a result of Core Skills changes
- ◆ re-wording of Outcomes and Performance Criteria for clarification
- ◆ inclusion of detailed tables of mandatory content, again for clarification

Revised Arrangements documents and Guidance to Assessment documents are now available from SQA’s website (www.sqa.org.uk).

In addition, a new exemplar folio is being produced for the revised Intermediate 2 Graphic Presentation Folio.

New Course Codes for Intermediate 2 Graphic Communication

The Course code is still C033 11. However some Unit codes have changed. The component Units and their codes are as follows:

Technical Graphics 1 — F397 11 (old Unit was D171 11)

Technical Graphics 2 — F398 11 (old Unit was D172 11)

Computer Graphics — D173 11 (code unchanged)

All candidates taking Intermediate 2 Graphic Communication in session 2008/09 for the first time must be entered for the new codes.

A candidate who has achieved one or more of the old Units may use it in place of the new Units (ie D171 11 in place of F397 11 and D172 11 in place of F398 11).

Centres should note that Course content has changed for session 2008/09 and re-sit candidates should be prepared for changes in the Course Assessment coverage.

More information can be found from the Arrangements documents and the Guidance to Assessment document.

New NAB Assessments for Intermediate 2 Graphic Communication

New NAB Assessments have been created for the revised Intermediate 2 Course. These are now available for download from the secure area of SQA's website and should be used from session 2008/09 onwards.

Submission of marks for Coursework Folios

Guidance to Assessment documents and student record cards are available from the Graphic Communication page of SQA's website.

Marks for Coursework Folios must be submitted by the date given in the Operational Help Centre. Please note that it is the actual mark that should be submitted and not a percentage.

Practical Craft Skills

Course Projects

Course Projects can now be accessed from the secure area of SQA's website through SQA Co-ordinators. Projects currently available are:

Woodworking – Clock (Int 1 & 2), Wall Cabinet (Single Door) (Int 1), Wall Cabinet (Single Door) (Int 2), Granddaughter Clock (Int 1), Granddaughter Clock (Int 2)

Engineering – Bike Repair Clamp (Int 1 & 2), Wind Vane (Int 1), Wind Vane (Int 2), BBQ Stand (Int 1 & 2)

Centres wishing to use their own projects are advised to have them prior verified. Prior verification forms are available from the Practical Craft Skills page of SQA's website.

We are always looking for new project ideas. If you have a project which you think would be suitable then please submit it for prior verification as above with a note indicating that you would be happy for it to be added to the list of national projects.

Verification

All Unit evidence must be retained for three weeks after the completion date to allow for Unit verification if selected. It should be noted that selection for Course project verification does not exclude the possibility of Unit verification and so evidence must be still be retained even if selected for Course verification.

We are looking for additional reserve Practical Craft Skills Verifiers. Anyone interested in being a Verifier should contact Pat Daish on telephone: 0131-271 6714, or e-mail: pat.daish@sqa.org.uk.

Technological Studies

Standard Grade Application of Technology Assignments

There is now a bank of assignments available from the secure area of SQA's website. Any of the assignments can be used provided candidates have not had previous access to them. More details on assessing the Application of Technology

assignments can be found in the guidance document which is available from SQA's website.

Revised NAB Assessments

Revised versions of all NABs are now available for Intermediate 2, Higher and Advanced Higher Units.

The revised versions incorporate all reduction in assessment advice and should be used by centres from now on.

Practical Assessment for NQ Courses

Exemplar practical tasks for assessment of practical activity in Intermediate 2, Higher and Advanced Higher Units are now available from the secure area of SQA's website. These can be used by centres, in conjunction with the revised NABs, to help construct appropriate assessments for the practical Outcomes of the Units.

Revised data booklets

All data booklets have been revised to correct errors. Copies have been distributed to centres for use in the classroom. Further copies will be distributed for use in examinations. It is essential that the revised versions are used.

Use of sub-procedure symbol in flowcharts

Following my previous update letter concerning the use of the sub-procedure symbol and after consulting with subject specialists it has been decided to change the current use of the sub-procedure symbol.

Currently this symbol is used to represent the calling of a sub-procedure and also to represent the start and end points of a sub-procedure. Although this is current and historic practice it is potentially confusing and so it has been decided that from the 2009 question paper onwards the sub-procedure symbol will only be used to represent the **calling** of a sub-procedure. The terminator symbol will be used to represent the start and end points of a sub-procedure. It should be noted that this will initially only affect the way in which flowcharts are shown in question papers. Candidates will not be penalised for incorrect use of these symbols in the changeover period.

Product Design

Marking instructions

Marking instructions are now available for 2008 examinations. It should be stressed that, although marking instructions contain bullet points to remind Markers of the points that they should look for, candidates must write extended answers at Higher level in order to communicate their knowledge and understanding. In other words, bullet pointed answers should be discouraged at Higher level.

Design Assignments

Design Assignments for the 2009 Intermediate 2 and Higher Product Design examinations will be issued to schools at the end of January 2009. Numbers and levels issued are based on entry figures available in December 2008. If you have not entered your candidates by that date you will not receive copies of the Design

Assignments. However, additional copies will be available from the secure area of SQA's website.

The Design Assignment and question paper are used together to determine the Course grade. Candidates must, therefore, attempt the Design Assignment that matches the level of question paper that they will sit. It is very important that candidates attempt the correct Design Assignment as the mark for a Higher Design Assignment cannot be combined with the mark for an Intermediate 2 question paper or vice versa and mismatched assessments may lead to a candidate scoring no marks in the Design Assignment component as it is not at the same level as the question paper.

It is also important that candidates write their name and school on each sheet of their Design Assignment. Sheets should be numbered to show the total number submitted and the sequence.

Estimates

I would like to remind you that estimates should be based on estimated performance in both the question paper and the Design Assignment. This could be done by adding the mark for a prelim paper to an estimated mark for the Design Assignment. More information can be found in the Course Arrangements document and the Course Assessment specification which are available from SQA's website.

Visiting Verification

Last session we piloted visiting verification in addition to our normal central event. Visiting verification was very successful with many centres benefiting from immediate feedback and advice from the visiting Verifier. For this reason we intend to continue providing a mixture of visiting and central verification during session 2008/09.

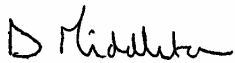
Candidate progress sheets

Candidate progress sheets for each Unit are available from the secure area of SQA's website.

Advanced Higher

We are in the process of producing additional guidance on Course content for Advanced Higher Product Design and additional NAB assessments. These will be available soon.

Yours sincerely



Derek Middleton
Qualifications Manager
Computing and Technical Education