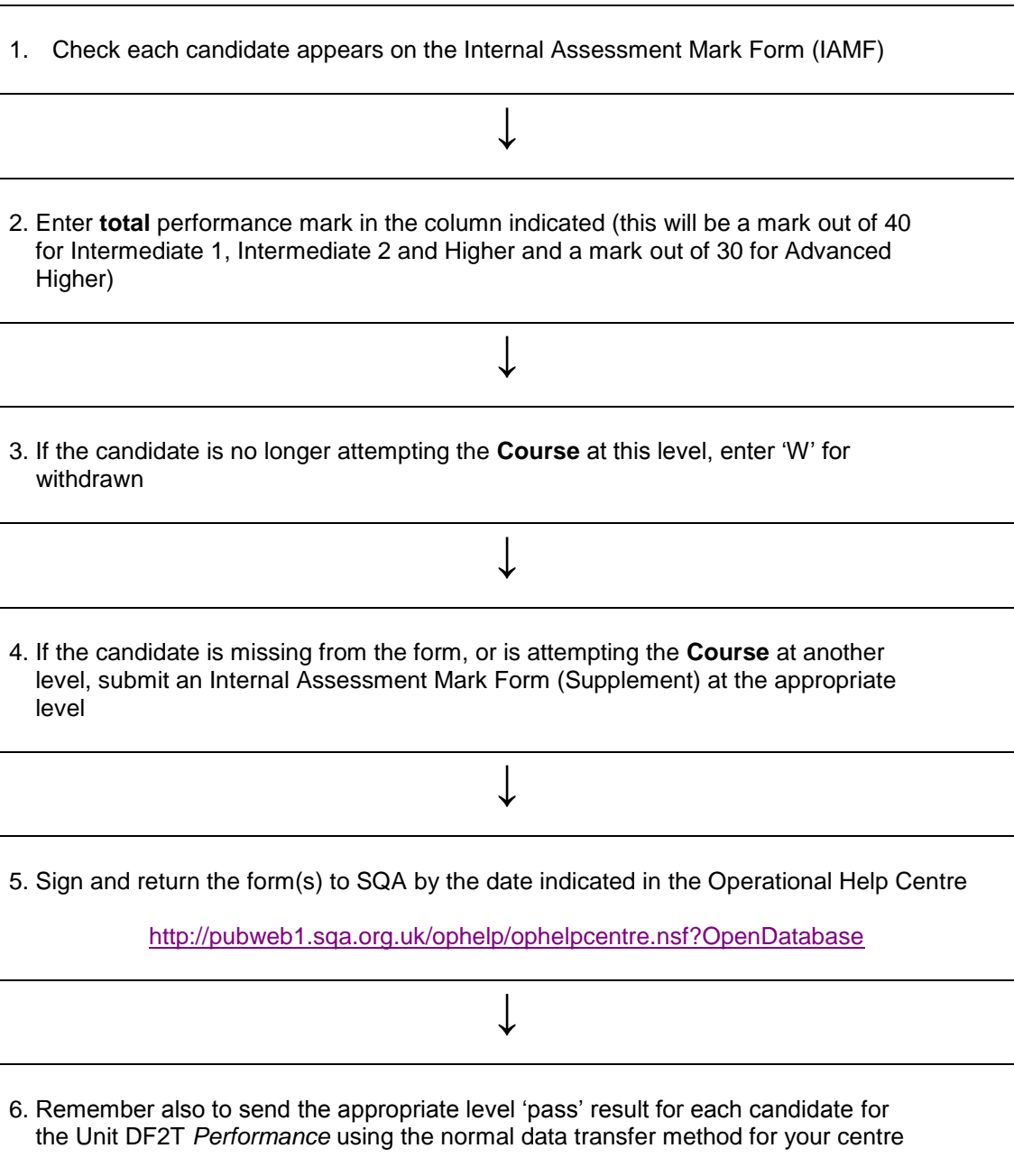


National Qualifications in Physical Education

Course mark for Performance activities at Intermediate 1, Intermediate 2, Higher and Advanced Higher



Performance Verification

Where candidate performance at your centre has been verified, the Internal Assessment Mark Form (IAMF) **must** still be completed and submitted as above.

Explanatory notes for completing an Internal Assessment Mark Form

The Internal Assessment Mark Form (IAMF) is used to submit the performance marks for your candidates. These marks contribute to Course awards. SQA will combine the performance mark for each candidate with the examination mark to determine the overall Course grade and band. All components of the course assessment must be at the same level.

The IAMF is produced from entry data held by SQA. Please make sure that your entry data is accurate, and that it is updated when necessary – SQA cannot process changes to entry data from information submitted on an IAMF.

IAMF data is used to calculate **Course** results – SQA do not use it to result, or amend entry information for Unit DF2T *Performance*.

1. If a candidate's name does not appear on the form, **do not** write in it. You should complete an Internal Assessment Mark Form Supplement – see 4 below.
2. Mark your candidates in accordance with the Course arrangements (please refer to Appendices 2a, 2b and 2c). Performance in two activities should be marked, each out of 20. These marks should then be combined to give a **total** mark out of 40. For Advanced Higher candidates, a single activity will be marked out of 30.

Ensure that any changes to marks agreed at Visiting Verification are taken into account.
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- Don't exceed the maximum mark stated on the form.
3. Enter 'W' against candidates who are not completing the Course, or who are doing the Course at another level. Make sure that the Course entry level has been changed for these candidates (see the Operational Help Centre for information on changing a candidate's Course/Unit level). Click on the link below:
<http://pubweb1.sqa.org.uk/ophelp/ophelpcentre.nsf?OpenDatabase>

Do NOT enter 'W' against candidates who are achieving Unit DF2T *Performance* at another level – but who are not changing their Course entry level.

4. Complete an IAMF (Supplement) if:
 - The candidate's name was excluded from the pr-printed IAMF.
 - The candidate has been withdrawn from the original Course entry level and entered for a different level. Remember that all Unit passes must be at the Course entry level or above.
 - Don't forget to enter the Course level on the IAMF Supplement – a separate supplement is required for each course level.

Do NOT complete an IAMF Supplement if:

- The candidate has not changed Course level, but has achieved the *Performance Unit* at a level higher than the Course entry – see * below.
5. Make sure that all forms are returned to SQA by the date indicated in the Key Submission dates.
 6. For each candidate make sure you have completed the IAMF or any supplement required to give SQA the mark which goes towards the **Course Award**. You still need to make sure that you submit a result for the Unit DF2T *Performance* – that result will be Pass or Fail. If a candidate needs more time to complete the Unit the completion date can be extended. This information is sent to SQA using your normal data transfer method (electronic or paper).

* Unit DF2T *Performance* can be resulted as a 'pass' at a higher level than the Course entry – this is where you can give exceptional performers credit for their abilities. See the Operational Help Centre for information on changing a candidate's Course/Unit level.

Click on the link: <http://pubweb1.sqa.org.uk/ophelp/ophelpcentre.nsf?OpenDatabase>