

Exemplar 2



SQA's Audit of Evidence to Support Requests for Assessment Arrangements

Centre Name		Centre Number	
Centre Contact			
Telephone		Email	
Date of Visit			
Assessment Arrangements Auditor			
Telephone		Mobile	
E-mail			

SQA's Evidence Requirements for Assessment Arrangements: Summary of Findings

Criterion	E1	E2	E3	E4	E5	E6	E7
Sampled	✓	✓	✓	✓	✓	✓	✓
Good Practice							
Recommendations							✓
Required Actions	✓	✓					

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EVIDENCE AVAILABLE IN CENTRE TO SUPPORT A REQUEST FOR AN ASSESSMENT ARRANGEMENT

The Auditor will have sampled evidence to ensure that your centre's systems and procedures continue to comply with SQA requirements.

Staff Present	Principal Teacher Learning Support SQA Coordinator Education Psychologist
Number of Candidates in sample	8 from 12

Evidence Requirements	Overall Comments
E1 Documentary evidence of the internal assessment arrangements verification meeting(s)	<i>There was no documented evidence of any verification meeting having taken place. Paperwork had been partially completed in all cases reviewed but none were signed or dated by learners. PT Learning Support confirmed that no actual meeting had taken place but that he had had discussions with the Educational Psychologist about the applications the centre had made in respect of external examinations in Diet 2014. See Required Action E1</i>
E2 Documentary evidence of confirmation from the candidate that they have agreed to (i) the provision of assessment arrangements, (ii) the centre submitting the request on their behalf and (iii) the centre sharing their personal data required for the request with SQA	<i>The school has paperwork which was in all of the folders reviewed with the pupil name and arrangements proposed for them however none of these forms were signed. PT Learning Support said that discussions took place with the pupil and verbal agreement reached. See Required Action E2</i>
E3 Documentary evidence of the candidate's disability /difficulty and how this generally affects the learning and teaching situation	<i>Paperwork had been completed in respect of all pupils reviewed. This contained information from learning support department on the pupil's difficulty and possible strategies for support.</i>

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<p>E4 Documentary evidence of your candidate's current need for support in the classroom, how it is met, and how it relates to the assessment arrangements requested or provided</p>	<p><i>Paperwork is completed and retained by learning support staff detailing who and what type of support is provided to individual pupils in classes across school. This is confirmed by subject teachers.</i></p>
<p>E5 Documentary evidence that varying needs across subjects have been taken into account</p>	<p><i>In all cases there was evidence that varying needs across subjects had been taken into account.</i></p>
<p>E6 Documentary evidence for particular assessment arrangements</p>	<p><i>There was evidence of work with and without support, there was also alternative forms of evidence available such as results of recent reading tests, details of extensions given to complete homework, statements from subject teachers.</i></p>
<p>E7 Documentary evidence of a whole centre system for the management of SQA assessment arrangements, which is supported by senior management.</p>	<p><i>Staff have developed an SQA Timeline which has been signed off by the Senior Management Team. This provides high level information on the dates that particular information must be submitted so that entries, results etc. can be submitted to SQA to meet required deadlines.</i></p> <p><i>See Recommendation E1</i></p>

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<p>Good Practice</p> <p>The following areas of good practice were noted during the visit:</p> <p><i>Discussion took place around provision of assessment arrangements for pupils undertaking National 3 and 4 qualifications in Diet 2014. PT Learning Support said that few arrangements had been needed for pupils sitting these levels. Teachers had introduced different teaching strategies, using mind maps, IT and breaking down tasks into bite size chunks. Along with the removal of time constraints it meant that many pupils were able to achieve without the support of readers/scribes etc. For the few remaining assessment arrangements for National 3 and 4 these will follow the revised process for National 5, Higher and Advanced Higher.</i></p>				
<p>Recommendations (REC)</p> <p>The following recommendations were made to enhance the current provision:</p> <p><i>E1 The SQA Timeline document could be expanded to include specific information, for example:</i></p> <ul style="list-style-type: none"> • <i>confirmation of possible assessment arrangements for specific pupils</i> • <i>the need to supply to the learning support department subject evidence on specified dates</i> 				
<p>Required Actions (RA)</p> <p>The following required actions were identified, discussed and agreed:</p>				<p>Date Agreed</p>
<p><i>E1 It was agreed with staff that verification meetings would be re-instated from this year onwards. A verification meeting will be held following this year prelim examinations in January prior to assessment arrangement applications being submitted to SQA. A copy of these minutes must be forwarded to the SQA Auditor.</i></p>				
<p><i>E2 Following discussion with staff it was agreed these forms will be signed this year and all subsequent years and that copies would be sent home for parental signature. Process will be reviewed to ensure that after discussions have taken place with pupils, they will confirm their assessment arrangement by signing the form and, where appropriate, also getting a parental signature.</i></p>				
<p>Feedback Report to</p>		<p>PT Learning Support SQA Coordinator</p>		
<p>Can current requests be processed?</p>			<p>Yes</p>	<p>No</p>
<p>Signature</p>			<p>Date</p>	<p>✓</p>