



**National Units**

**Qualification Verification Summary Report 2017**

**Make-up Artistry**

## Introduction

Only one centre was subject to external verification in this session.

Units subject to external verification were:

F78J 12	Wigs and Postiche for Media
F78L12	Character Make-up for TV and Theatre
F78K 12	Media Make-up: Special Effects
F78M12	Body Painting

The above units form part of NQ Media Make-up at SCQF level 6. The level 6 award is delivered as a progression route to HN Make-up Artistry. Most candidates will progress from this to first year HN Make-up Artistry.

The report showed that significant strengths were recorded for this external verification visit.

## Category 2: Resources

**Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

(This criterion is completed for regulated qualifications only.)

Not a requirement for these units, but the centre provided qualification and CPD folders which show that required CPD is being carried out and ensures the currency of specialist training being carried out by delivering staff.

**Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

Staff from the three campuses delivering meet regularly to review candidate progress and learning and teaching requirements. Annual Course Review ensures standardisation across campus delivery; planning, environments, and any resource requirements are met and support all standardisation discussions.

## Category 3: Candidate support

**Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

The recruitment stage and ongoing guidance ensures that candidates are selected and placed on the appropriate course level. Prior skills are recognised before and during delivery to ensure individual progress is supported. Evidence of this was available through candidates' Personal Development Plans and interviews with candidates.

**Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

All candidates have weekly contact with assessors who review and support individual progress and achievement. Logs and diaries support this activity.

## **Category 4: Internal assessment and verification**

**Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

Assessors and internal verifiers fully implement centre policy and procedures for assessment and internal verification. Assessors receive clear feedback on assessment decisions through the planned internal verification process and are recorded on centre documentation. These fully meet SQA requirements. Evidence of assessment and the internal verification process was available during visits.

**Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

Centres visited were using SQA assessment packs which have been internally verified and are fit for purpose. Assessment evidence is through practical observation, photographic/digital folders, design plans, projects. All evidence seen demonstrated that all methods used are valid, equitable, and fair, ensuring that all candidates have fair access to the assessment of each unit seen. Assessment evidence seen shows that all assessment evidence is of a good standard.

**Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

Learners are aware that all open-book research evidence must be their own work or be disciplined under plagiarism policy. All learners sign an authenticity form which is attached to each project. Practical evidence is observed by the assessor and evidenced through completed assessor observation checklists.

This is completed under the assessment conditions stated in the unit specification.

**Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

Assessors use agreed unit marking guidelines when marking candidate evidence, ensuring standardisation and consistency across all groups across the three campuses. Evidence of this was seen through assessment decisions and internal verification reports.

**Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

The centre retains the candidate evidence in secure locations until certification, in line with centre and SQA requirements. Evidence of this was available at external verification visits.

Centres do retain evidence for one year as centre policy.

**Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

SQA reports are disseminated to staff at monthly team meetings to discuss findings, set actions, and share good practice across campuses.

**Areas of good practice reported by qualification verifiers**

The following good practice was reported during session 2016–17:

- ◆ Clear and concise internal verification planning ensures standardisation across campuses and teams
- ◆ Monthly cross-campus meetings ensure standardisation of delivery and that assessments are priority to candidates
- ◆ Award and units delivered in realistic make-up environments and use of industry standard products, tools and equipment

**Specific areas for development**

The following area for development was reported during session 2016–17:

No areas of development were identified.