



Common questions about National 3, National 4 and National 5 Course Practical Craft Skills, Practical Woodworking and Practical Metalworking

Can I specify the project that candidates will make for their Course assessment at National 5 and for their Added Value Unit at National 4 (Practical Woodworking and Metalworking)?

For the Course assessment for National 5 Woodworking and Metalworking you must use an SQA-devised task. There are three to choose from and they are available from the secure area of our website.

For the National 4 Added Value Unit you must use one of the SQA- devised tasks for session 2013-2014 and 2014-2015. Should you wish to use an alternative project for National 4 (Added Value Unit) in session 2015-2016 we strongly recommend that you send it to SQA for prior verification to ensure it is valid. Details of this service can found on the Delivery Processes section of our website: www.sqa.org.uk/sqa/63004.html

Our suppliers do not supply materials in the sizes that are required for the models in the National 5 Course assessment tasks and the National 4 Added Value Unit. Can we make changes to the sizes to suit our suppliers?

To ensure national standards are established and maintained, you may not make changes to the sizes in the National 5 Course assessment. However, you are not limited to one project — a choice of projects is available from the secure area of our website. For sessions 2013-2014 and 2014-2015 you are not able to make changes to National 4 Added Value Unit. Should you wish to use an alternative project for National 4 (Added Value Unit) in session 2015-2016 we strongly recommend that you send it to SQA for prior verification to ensure it is valid.

Do I need to use one of the Unit assessment support packs to assess candidates for the Course Units?

No. Unit Assessment can be done in any appropriate way, providing the all the Outcomes and Assessment Standards are met at the appropriate level. Should you wish to use your own Instrument of Assessment (IA) then we strongly recommend that you send it to SQA for prior verification to ensure it is valid.

These Courses generate a lot of bulky evidence and we do not have enough storage space to retain it for the duration of the Courses. Is there any further guidance on this policy?

Retention of evidence (non-portable)

SQA has issued guidance relating to the retention of evidence for verification purposes — as a general guide, all assessment evidence should be retained for the full academic year. However, in some subject areas the evidence is non-portable and there are storage issues that prohibit its retention. In recognition of this, further guidance has been issued.

Specific guidance on this is given below for the following subjects, all of which are verified by centre visits.

Practical Woodworking C762 74/75

Practical Metalworking C761 74/75

Practical Craft Skills C759 73

Where non-portable evidence need not be retained

National 5 Course assessment/National 4 Added Value Unit assessment — this assessment is undertaken at the end of the academic year, after the Units have been delivered and assessed. If your centre has been selected for Course verification, the physical model/artefact part of the assessment must be retained for verification purposes. If your centre is not been selected, it need not be retained — on the condition that appropriate records of the assessment decisions are retained for the full academic year.

Unit assessment — assessment of the Units of the Courses can be undertaken at any time during the academic year. If your centre has been selected for Unit verification, any non-portable evidence that has been produced up to that point must be retained and made available. If your centre has not been selected for verification, the non-portable evidence collected up to that point may be disposed of — on the condition that appropriate records of the assessment decisions are retained for the full academic year.

Recording evidence that has been disposed of

Where physical evidence has been disposed of, records must be retained that support the assessment decisions made. The records must be appropriate to the Assessment Standard that has been assessed. We have noted below each Assessment Standard where non-portable evidence must have been produced:

Practical Woodworking National 5 (C762 75)

H25W 75: Carcase Construction

Assessment Standards 2.1, 2.2, 3.2, and 3.3

H25X 75: Machining and Finishing

Assessment Standards 1.4, 2.2, 2.3, 3.2, and 3.3

H25V 75: Flatframe Construction

Assessment Standards 2.1, 2.2, 2.3, 3.2, and 3.3

Practical Woodworking National 4 (C762 74)

H25W 74: Carcase Construction

Assessment Standards 2.1, 2.2, 3.2, and 3.3

H25X 74: Machining and Finishing

Assessment Standards 1.3, 2.2, 2.3, 3.2, and 3.3
H25V 74: Flatframe Construction
Assessment Standards 2.1, 2.2, 2.3, 3.2, and 3.3

Practical Metalworking National 5 (C761 75)

H25R 75: Machine Processes
Assessment Standards 2.2, 2.3, 2.4, and 3.2
H25S 75: Fabrication and Thermal Joining
Assessment Standards 2.2, 2.3, 2.4, 2.5, 3.2, and 3.3
H25P 75: Bench Skills
Assessment Standards 2.2, 2.3, 2.4, and 3.2

Practical Metalworking National 4 (C761 74)

H25R 74: Machine Processes
Assessment Standards 2.2, 2.3, 2.4, and 3.2
H25S 74: Fabrication and Thermal Joining
Assessment Standards 2.2, 2.3, 2.4, 2.5, 3.2, and 3.3
H25P 74: Bench Skills
Assessment Standards 2.2, 2.3, 2.4, and 3.2

Practical Craft Skills National 3 (C759 73)

H25H 73: Working with Materials
Assessment Standards 2.2 and 2.3
H25G 73: Working with Tools
Assessment Standards 2.3
H25J 73: Making an Item
Assessment Standards 1.3 and 2.2

There may be situations where a physical artefact/model has been used to assess other Assessment Standards (eg the correct use of tools or safe working practices) but evidence of these Assessment Standards being met can be readily recorded by short answer tests, observation checklists, or similar.

Suitable types of evidence

Where a physical artefact/model has been used as evidence of candidate assessment and subsequently disposed of, suitable alternative evidence must be retained for the full academic year. As this replacement evidence still needs to validate the assessment decisions made relative to practical skills, photographic evidence would be most appropriate.

The photographs must demonstrate that the candidate has met the requirements of the Assessment Standards (eg photographs showing joints/joins, as appropriate, alongside a rule would demonstrate that tolerances have been met). Essentially, the photographs must be of a standard that would clearly demonstrate to a Verifier why you made the assessment decision that you did. This, in turn, will enable us to verify your decisions.

The photographs can be retained in any format but must be made available to the Verifier if your centre is selected for a subsequent visit in the same academic year.

Can the National 4 Added Value Unit be used to re-assess Assessment Standards that have been achieved in the Units?

The National 4 Added Value Unit task will not cover all Assessment Standards within all the Units, so it would not provide evidence for the entire Course. Where appropriate it may be useful for re-assessment, or to cover a particular Assessment Standard, that a Unit and Added Value Unit have in common. The candidate should, however, already have the skills required to attempt the National 4 Added Value Unit **prior** to undertaking it.

I have a candidate who has achieved all the National 4 Units, and has improved so greatly throughout the year that I think they are capable of passing the National 5 Course assessment task.

Can the National 5 Course assessment task be used to generate evidence for Unit passes at National 5?

The National 5 Course assessment task will not cover all Assessment Standards within the all of the National 5 Units, so it would not provide the evidences for the entire Course. To achieve the National 5 Course, a candidate must pass all the Units (at National 5) and undertake the Course assessment (at National 5), which will provide the candidate grade. However, it may be possible to supplement the work completed for National 4 Units with individual tasks that will cover the additional requirements of the National 5 Units. Full and detailed records would need to be kept and evidence for all National 5 Units made available when selected for verification.

Is it mandatory for candidates to keep a logbook for National 4 and National 5 Practical Woodworking and/or Metalworking?

National 4 and National 5 Practical Woodworking and Metalworking — Course assessment

It is a mandatory requirement to keep a Record of Progress for the Course assessment at National 4 and National 5.

National 4 and National 5 Practical Woodworking and Metalworking — Unit assessment

It is not mandatory for candidates to keep a logbook for Unit assessment. However, you may consider it good practice to do so at Unit level to prepare your candidates for the Course assessment.

If you are using any of the Unit assessment support packs to assess Unit work, there is guidance given within these packs on the evidence needed. Follow the advice in the packs and, if you choose to amend these packs, please ensure that the evidence for all Assessments Standards is recorded in the most appropriate way, ie worksheets/tests/ equipment and tools checklist.

Can the projects for the current Intermediate 1 and 2 Practical Craft Skills Course be used to assess the National 4 and National 5 Units and Courses?

There has been no mapping exercise carried out between National 4 and National 5 and the current Intermediate 1 and 2 qualifications in this area. National 4 and National 5 are new Courses, and on the secure area of our website we have published Unit assessment support packs that give information on how to assess the Units of these Courses.

Centres may amend or create their own tasks for the Unit assessments (which may be based on current projects) but must ensure they meet all the Outcomes and Assessment Standards. It is advisable to send any centre-devised assessments, or any significantly amended Unit assessment support packs, to SQA for prior verification.

For the Added Value Unit at National 4, centres must use one of the National 4 SQA assessments for the first two years, and for Coursework at National 5 centres must always use one of the SQA assessments. You will find a bank of assignments to choose from in the secure area of our website.

I know that machine and power tools are used throughout the Machining and Finishing Unit of National 5 Practical Woodworking, however, to what extent can they be used in the National 5 Course assignment?

If a machine/power tool is used to make a joint in the Course assignment, then **this cannot contribute to the assessment of that joint** as part of the Course assignment. Assessment of joints should be based on the candidate's production by manual means to demonstrate their abilities.

The machines/power tools that are referred to in our Course and Unit documentation can be used in the Course assignment. The mortise machine can be used for a small number of joints, but cannot be used for assessment purpose. If a machine is used for preparation for finish (sander) or drilling (pillar drill/electric drill), etc then that is part of the Course and is permitted.

The band saw, machine router, circular saw, etc are not part of the Course and so **should not be used**.

How do we assess incomplete Course assignments for Practical Metalworking/Practical Woodworking?

The Course assignment must be attempted in its entirety (ie it is not acceptable to remove parts under any circumstances). The assignment should only be attempted once a candidate has completed all of the Units of the Course; however, there may be the rare situation where a candidate is unable to complete the work prior to it being assessed.

The date for internal marks submission has been set as late as possible for these subjects, therefore centres should plan their delivery to allow sufficient time for all candidates to

undertake and complete their Course assignments by this date. Please remember that, once assessed, the Course assignment cannot be returned to the candidate for additional work or to correct errors.

Should a situation arise where a candidate has been unable to complete the Course assignment, please use the following guidance:

- ◆ Marking Instructions have been written to assess the **entire completed** Course assignment for each of the four sections, not just the component parts or work the candidate has submitted for assessment. If incomplete, then the top band of marks will be unavailable to the candidate (ie one small part is missing, this will likely result in a mark from the second band, whereas if just over half of the parts are missing, this will likely result in a mark from the third band.)
- ◆ Section 3 also covers the assessment of the complexity of practical creativity — if this is missing, then it must also be reflected in the marks awarded.
- ◆ In section 4, if the Course assignment is incomplete, then the candidate will probably not have moved on to ‘finishing’ and, as such, no marks can be available in this section.
- ◆ Assessors should follow the Marking Instructions and use their professional judgement to determine where best to allocate marks.

We always recommend that assessors put as much detail as possible in their marking commentaries, as this will support both the internal and external verification processes. In situations where there is incomplete work, this is particularly important.

It should also be noted that, in a case of incomplete work and by following the guidance given above, the maximum possible mark would equate to 60% of the total marks available — which, assuming that the grade boundaries are set to notional levels, would be on the B–C boundary.

General Curriculum for Excellence questions and answers can be found on the [frequently asked questions section](#) of SQA’s website.