



National  
Qualifications

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# Practical Woodworking

## Practical activity

### General assessment information

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This pack contains general assessment information for centres preparing candidates for the practical activity Component of National 5 Practical Woodworking Course assessment.

It must be read in conjunction with the specific assessment task(s) for this component of Course assessment, which may only be downloaded from SQA's designated secure website by authorised personnel.

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# Introduction

This is the general assessment information for the National 5 Practical Woodworking practical activity.

This practical activity is worth 80 marks. This is 100% of the overall marks for the Course assessment. The Course will be graded A-D.

The Course assessment has no other Components.

This document describes the general requirements for the assessment of the practical activity Component for this Course. It gives general information and instructions for assessors.

It must be read in conjunction with the assessment task for this Component of Course assessment.

The assessment task will be set and externally verified by SQA, and conducted, marked and internally verified in centres under conditions specified by SQA.

## Equality and inclusion

This Course assessment has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled candidates and/or those with additional support needs, please follow the link to the assessment arrangements web page: [www.sqa.org.uk/sqa/14977.html](http://www.sqa.org.uk/sqa/14977.html)

Guidance on inclusive approaches to delivery and assessment in this Course is provided in the *Course Support Notes*.

# What this assessment covers

This assessment contributes 100% of the total marks for the Course.

The assessment will assess the skills, knowledge and understanding specified for the practical activity in the Course Assessment Specification. These are:

- ◆ selecting and using a range of common woodworking tools, equipment, materials and finishes appropriate for the activity
- ◆ reading, interpreting and following given working drawings and outline specification information and cutting lists
- ◆ marking out, cutting and shaping woodwork components
- ◆ manufacturing finished product to given drawings and standards
- ◆ working and using tools and equipment in accordance with recognised procedures and safe working practices

# Assessment

## Purpose

The purpose of this assessment is to generate evidence for the added value of this Course by means of a **practical activity**.

## Assessment overview

The practical activity is a meaningful and appropriately challenging task which allows candidates to demonstrate practical application of skills and knowledge at an appropriate level from all three Units of the Course – *Flat-Frame Construction*, *Carcase Construction* and *Machining and Finishing* – to produce a finished product to a given standard in wood (as defined in the ‘Further mandatory information on Course coverage’ section of the *Course Assessment Specification*).

The practical activity is designed to allow candidates to demonstrate their ability to work safely and independently.

The product will consist of a minimum of five component parts. Component parts will be prepared, as required, for a single finish prior to assembly. The component parts will be assembled, fixed and an appropriate finish applied to a given standard.

The product should be made and finished with the assistance of hand and power tools. Candidates will also be required to provide evidence of using skills in flat-frame woodworking, carcass construction and turning (using a woodworking lathe) in the manufacture of the product.

In addition, evidence is required of:

- ◆ turning using a woodworking lathe to match a complex template involving several diameters
- ◆ preparing timber surfaces in accordance with manufacturer’s instructions and good practice and to a high standard
- ◆ preparing and applying surface finishes in accordance with manufacturer’s instructions and good practice and finished to a high standard, without blemish
- ◆ fixing operations with no damage and satisfactory torque/security

The following tolerances apply to practical activities:

Operation	Tolerance
Individual components	
Planing (or similar) (1)	±1mm
Marking out	± 1mm
Machine/power tool tasks: <ul style="list-style-type: none"><li>◆ Vertical drilling</li><li>◆ Sanding to a line</li><li>◆ Drilling to a given line position</li></ul>	±1mm
Joint gap	not to exceed 1mm
Overall size	±3mm

The working drawings for the practical activity will not detail every aspect of the product. This will allow the task to be sufficiently open and flexible to allow for personalisation and choice, and will allow candidates to demonstrate practical creativity.

During the practical activity, candidates must follow recognised procedures and safe working practices at all times.

The practical activity is set by SQA. A bank of practical activities will be provided and centres may select from the bank.

The practical activity will be internally marked by centre staff, in line with the marking instructions provided in this document.

Full instructions for candidates are contained within each assessment task.

In addition to completing the practical activity, candidates are required to complete a record of progress noting when tasks are completed, areas that have been an issue for them, safe working practices, and strengths and weaknesses. The record should also indicate where practical creativity has been demonstrated. The record may be used to support assessment judgements.

## Assessment conditions

Assessors must exercise their professional responsibility in ensuring that evidence submitted by a candidate is the candidate's own work.

- ◆ The practical activity will be carried out under some supervision and control.
- ◆ The assessor must ensure that the work presented for assessment purposes is the candidate's own work.
- ◆ The candidate should work independently throughout the practical activity.
- ◆ An assessor may give candidates feedback/support and guidance to help them progress through each stage of the practical activity; where a

significant amount of support is provided, this should be reflected in the marks awarded.

- ◆ Re-assessment of completed stages in the production of the product is not allowed.

Candidates must undertake the assessment independently. However, reasonable assistance may be provided prior to the formal assessment process taking place.

The term 'reasonable assistance' is used to try to balance the need for support with the need to avoid giving too much assistance. If any candidate requires more than what is deemed to be 'reasonable assistance', they may not be ready for assessment or it may be that they have been entered for the wrong level of qualification.

Reasonable assistance may be given on a generic basis to a class, a group of candidates, or on an individual basis. When reasonable assistance is given on a one-to-one basis in the context of something the candidate has already produced or demonstrated, there is a danger that it becomes support for assessment and assessors need to be aware that this may be going beyond reasonable assistance.

Clarification may be sought by candidates regarding the specification of a working drawing or instructions for the assessment task if they find them unclear. In this case, the clarification should normally be given to the whole class.

Some guidance may be provided during preparation stages for the practical activity, but the candidate should work independently throughout the main activities. Any assistance provided must be recorded so that the candidate's own work may be judged fairly.

As this practical activity is a summative assessment, support and guidance during all stages should be limited to minimal prompts and questioning, referring the candidate to the instructions provided in the assessment task.

Assessors should put in place mechanisms to authenticate candidates' evidence. For example:

- ◆ regular checkpoint/progress meetings with candidates
- ◆ short spot-check personal interviews
- ◆ checklists which record activity/progress
- ◆ photographs, film or audio evidence

Once the practical activity has been completed and submitted, it should not be returned to the candidate for further work to improve their mark.

## Evidence to be gathered

The following candidate evidence is required for this assessment:

- ◆ the completed product
- ◆ the record of progress through the task – evidence in hard copy (paper-based) or readily accessible electronic format
- ◆ any jigs or templates created by the candidate and used in the manufacture of the product
- ◆ completed cutting list – evidence in hard copy (paper-based) or readily accessible electronic format
- ◆ evidence of skills and processes demonstrated during the manufacture of the product that cannot be readily judged on the basis of the completed product – eg paper-based photographs and/or detailed assessor observation notes

This evidence must be retained for quality assurance purposes.

# General Marking Instructions

Marks for internally assessed Components must be submitted to SQA by your centre. Evidence for this assessment should be retained in the centre for SQA quality assurance purposes. Further information on this will be provided by SQA.

Marking for all practical activities has been divided into four sections. Marks will be awarded for:

- ◆ Reading from working drawings, marking out, cutting and shaping components appropriately, using correct tools and equipment
- ◆ Assembly
- ◆ Quality of manufacturing
- ◆ Surface finishing

Assessors should allocate a mark out of 20 for each of the four sections, by following the instructions given below. This mark should be recorded on the candidate's assessment record, with a comment justifying why each mark was awarded.

For each of the sections, the marker should select the band descriptor which most closely describes the evidence presented.

Once the best fit has been decided then:

- ◆ where the evidence almost matches the level above, the highest available mark from the range should be awarded
- ◆ where the candidate's work just meets the standard described, the lowest mark from the range should be awarded
- ◆ otherwise an appropriate mark from the middle of the range should be awarded

Notes:

- ◆ where the evidence completely matches the highest level band descriptor for any section, and has been produced by the candidate working independently, 20 marks should be awarded for that section
- ◆ zero (0) marks should be awarded for any section where no evidence has been produced by the candidate

**1. Reading from working drawings: marking out, cutting, and shaping component parts appropriately using correct tools and equipment**

The assessment of this work will mostly take place as the product is produced. As such, it is recommended that assessors keep a note of any work which falls outside the stated tolerances; this will help in deciding a candidate's overall level of performance under this heading.

Appropriate evidence for some aspects might be through observation and activities documented in the record of progress.

<b>Judging the evidence for:</b>					
<b>1. Reading from working drawings, marking out, cutting and shaping component parts appropriately using correct tools and equipment</b>					
	All component parts meet the requirements of the working drawing or template.	Almost all component parts meet the requirements of the working drawing or template.	More than half the component parts meet the requirements of the working drawing or template.	Less than half the component parts meet the requirements of the working drawing.	Few of component parts meet the requirements of the working drawing or template.
	All component parts have been marked out, cut and shaped to within $\pm 1.0\text{mm}$ .	Almost all component parts have been marked out, cut and shaped to within $\pm 1.0\text{mm}$ .	More than half the component parts have been marked out, cut and shaped to within $\pm 1.0\text{mm}$ .	Less than half the component parts have been marked out, cut and shaped to within $\pm 1.0\text{mm}$ .	Few component parts have been marked out, cut and shaped to within $\pm 1.0\text{mm}$ .
	Candidate worked safely during all of the marking, cutting and shaping activities	Candidate worked safely during almost all of the marking, cutting and shaping activities	Candidate worked safely during more than half of the marking, cutting and shaping activities	Candidate worked safely during some of the marking, cutting and shaping activities	Candidate worked safely during a limited number of the marking, cutting and shaping activities
	Candidate worked independently during all of the marking, cutting and shaping activities - assistance was generally not required.	Candidate worked independently during almost all of the marking, cutting and shaping activities - a limited amount of assistance was required.	Candidate worked independently during most of the marking, cutting and shaping activities - occasional guidance was required.	Candidate worked independently during the some of the marking, cutting and shaping activities - some guidance was required	Candidate worked independently during a limited number of the marking, cutting and shaping activities - significant guidance was required
<b>Mark range</b>	<b>17-20</b>	<b>13-16</b>	<b>9-12</b>	<b>5-8</b>	<b>0-4</b>

## 2. Assembly

The completed product should be accurately assembled, with the overall tolerances being within the specified limits. Where screws have been used as part of the assembly, there should be no damage evident on the surrounding surfaces.

Judging the evidence for:					
2. Assembly					
	All joint gaps are within $\pm 1.0\text{mm}$	Almost all joint gaps are within $\pm 1.0\text{mm}$	More than half joint gaps are within $\pm 1.0\text{mm}$	Less than half joint gaps are within $\pm 1.0\text{mm}$	Few joint gaps are within $\pm 1.0\text{mm}$
	All components have been assembled into the completed item to within $\pm 3.0\text{mm}$ .	Almost all components have been assembled into the completed item to within $\pm 3.0\text{mm}$ .	More than half the components have been assembled into the completed item to within $\pm 3.0\text{mm}$ .	Less than half of components have been assembled into the completed item to within $\pm 3.0\text{mm}$ .	Few components have been assembled into the completed item to within $\pm 3.0\text{mm}$ .
	Candidate worked safely during all of the assembly activities.	Candidate worked safely during almost all of the assembly activities.	Candidate worked safely during more than half of the assembly activities.	Candidate worked safely during some of the assembly activities.	Candidate worked safely during a limited number of the assembly activities.
	Candidate worked independently during all of the assembly activities - assistance was generally not required.	Candidate worked independently during almost all of the assembly activities - a limited amount of assistance was required.	Candidate worked independently during most of the assembly activities - occasional guidance was required.	Candidate worked independently during some of the assembly activities - some guidance was required.	Candidate worked independently during a limited number of the assembly activities - significant guidance was required.
<b>Mark range</b>	<b>17-20</b>	<b>13-16</b>	<b>9-12</b>	<b>5-8</b>	<b>0-4</b>

### 3. Quality of manufacturing

The product to be manufactured involves the application of a range of manufacturing techniques. The quality of the work should be demonstrated in the level of consistency of application where the same technique has been used on two or more occasions. Credit should be given to candidates who show competence in carrying out the more difficult aspects.

Consideration should also be given at this stage to the degree of complexity in any practical creativity demonstrated by the candidate in completing the product.

Appropriate evidence for some aspects might be through observation and activities documented in the record of progress.

Judging the evidence for:					
3. Quality of manufacturing					
	Manufacturing techniques have been applied consistently and to a very high standard across all of the work.	Manufacturing techniques have been applied with general consistency across almost all of the work.	Manufacturing techniques have been applied with general consistency across more than half of the work.	Manufacturing techniques have been applied with general consistency across less than half of the work.	Manufacturing techniques lack consistency of application across almost all or all of the work.
	This will be demonstrated on two or more identical components.	This will be demonstrated across two or more identical components.	This will be demonstrated across two or more identical components.	This will be demonstrated across two or more identical components.	
	Candidate worked safely during all of the manufacturing activities.	Candidate worked safely during almost all of the manufacturing activities.	Candidate worked safely during more than half of the manufacturing activities.	Candidate worked safely during some of the manufacturing activities.	Candidate worked safely during a limited number of the manufacturing activities.
	Candidate worked independently during all of the manufacturing activities – assistance was generally not required.	Candidate worked independently during almost all of the manufacturing activities – a limited amount of assistance was required.	Candidate worked independently during most of the manufacturing activities – occasional guidance was required.	Candidate worked independently during some manufacturing activities – some guidance was required.	Candidate worked independently during a limited number of the manufacturing activities – significant guidance was required.
<b>Mark range</b>	<b>17-20</b>	<b>13-16</b>	<b>9-12</b>	<b>5-8</b>	<b>0-4</b>

#### 4. Surface finishing

There should be evidence of the surfaces being properly prepared appropriately to the requirements of the selected finish. The finish should be to a high standard and free of flaws or blemishes. Surface finish must be applied consistently with no runs; raised grain should be smoothed after first application of finish if, or as required.

Judging the evidence for:					
4. Surface finishing					
	All surfaces are prepared appropriately to the requirements of the selected finish, eg the work shows that all pencil, abrasion, processing and glue marks have been removed.	Almost all surfaces are prepared appropriately to the requirements of the selected finish, eg the work shows almost all of pencil, abrasion, processing and glue marks have been removed.	More than half the surfaces are prepared appropriately to the requirements of the selected finish, eg the work shows most of pencil, abrasion, processing and glue marks have been removed.	Less than half of surfaces are prepared appropriately to the requirements of the selected finish, eg the work shows the majority of pencil, abrasion, processing and glue marks have been removed.	Few surfaces are prepared appropriately to the requirements of the selected finish, eg the work shows that few pencil, abrasion, processing and glue marks have been removed.
	The surfaces have been finished to a very high standard, free from all major blemishes and flaws, such as; runs, raised grain, brush hair, wax accumulations, uneven staining	The surfaces have been finished to a good standard ,with one or two minor blemishes and flaws such as; runs, raised grain, brush hair, wax accumulations, uneven staining	The surfaces have been finished to an acceptable standard, with three or four minor blemishes and flaws such as; runs, raised grain, brush hair, wax accumulations, uneven staining	The surfaces have been finished to a competent standard, with some significant blemishes and flaws such as; long runs, highly raised grain, numerous brush hairs, thick wax accumulations, uneven and poor coverage in staining	The surfaces have been finished to a poor standard with numerous significant blemishes and flaws such as; long runs, highly raised grain, numerous brush hairs, thick wax accumulations, uneven and poor coverage in staining
	Candidate worked safely during all of the surface finishing activities	Candidate worked safely during almost all of the surface finishing activities	Candidate worked safely during most of the surface finishing activities	Candidate worked safely during some of the finishing activities	Candidate worked safely during a limited number of the surface finishing activities
	Candidate worked independently during all of the surface finishing	Candidate worked independently during almost all of the	Candidate worked independently during most of the surface finishing activities –	Candidate worked independently during some of the surface finishing	Candidate worked independently during a limited number of the surface

	activities – assistance was generally not required	surface finishing activities – a limited amount of assistance was required.	occasional guidance was required.	activities – some guidance was required	finishing activities – significant guidance was required
<b>Mark range</b>	<b>17-20</b>	<b>13-16</b>	<b>9-12</b>	<b>5-8</b>	<b>0-4</b>

## Record of progress

The candidate's record of progress provides evidence of the work that has been undertaken and forms an essential part of the assessor's decision making process.

The record of progress may be completed manually or electronically (such as a word processed document or blog), or spoken and recorded, or in any other appropriate format.

Assessors should ensure that the candidate has kept a record of the work undertaken on the manufacture of product. This should include:

- ◆ dates of when tasks have been completed
- ◆ brief description of what tasks have been completed, with an indication of areas that were an issue for candidates (if appropriate) – this section could also include any design decisions made by the candidate or where practical creativity has been demonstrated
- ◆ what tools, equipment and materials have been used
- ◆ a record of following safe working practices

Photographic evidence to support the assessment decisions made may also be recorded in the record. Assessors are asked to ensure that any photographic evidence produced is clearly identifiable as the candidate's work.

# Administrative information

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## History of changes

Version	Description of change	Authorised by	Date
1.1	Clarifications and additions to 'Evidence to be gathered'	Qualifications Development Manager	July 2013

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