



**Higher National Qualifications  
Internal Assessment Report 2014  
Electrical Principles**

The purpose of this report is to provide feedback to centres on verification in Higher National Qualifications in this subject.

# Higher National Units

## General comments

During session 2013–14 a single external verification visit was undertaken in Verification Group 231 Electrical Principles: Higher National. This external verification visit was conducted using the New Approach to Quality Assurance. The centre that was externally verified was a college/university. During the visit the following HN Unit was externally verified:

DW6W 33 Electrical Engineering Principles 1

It is pleasing to report that the visit was a success. In terms of the New Approach to Quality Assurance, this meant that significant strengths were identified in all four categories subject to external verification. This success confirmed that the centre was meeting national standards.

## Unit specifications, instruments of assessment and exemplification materials

The centre was using an up to date Unit specification.

The centre was using SQA assessment exemplar materials plus alternative assessments that had been developed by centre staff. These assessments were of an appropriate national standard. However, alternative assessments appeared to be based on the same knowledge and/or skills items as in the SQA assessment exemplar materials.

## Evidence Requirements

The External Verifier found that the centre's assessor and internal verifier had a clear understanding of the Evidence Requirements in the HN Unit that was externally verified. This understanding was reflected in the design of instruments of assessment and the quality of most candidate responses.

## Administration of assessments

The centre has a highly developed internal verification system as was evidenced by the existence of a range of internal verification forms (eg IV4 Pre-Delivery Checklist and Sample Selection, IV5 Record of Sampling and IV7 Master Folder Checklist). The External Verifier was able to confirm that he had seen clear evidence of internal verification taking place in the form of second marking of candidate work in a different colour of ink and the completion of an internal verification record of sampling form.

## General feedback

For the Electrical Engineering Principles 1 Unit the assessor provided clear and constructive written feedback to the candidates.

## **Areas of good practice**

The following good practice point was noted during the external verification visit:

The centre has produced some very good documentation to guide staff as to the level of internal verification sampling they should undertake for a Unit. For example, IV4 Form includes a series of questions such as: 'Are the assessors new?'; 'Have the assessment instruments been revised?' etc. Such an approach leads to more effective and efficient internal verification.

## **Specific areas for improvement**

Centres should ensure that any re-assessment instruments are based on a different sample of knowledge and/or skill items from those used in original assessments.

# Higher National Graded Units

Titles/levels of HN Graded Units verified:

DN3V 34 — Electrical Engineering: Graded Unit 1 (SCQF level 7)

DN3X 35 — Electrical Engineering: Graded Unit 2 (SCQF level 8)

## General comments

With regard to Electrical Engineering: Graded Unit 1, seven centres were centrally verified by four External Verifiers. Two of the central verifications were conducted using SQA's mainstream approach to external verification while the other five took place using the New Approach to Quality Assurance. It is pleasing to report that all seven centres were successfully centrally verified. In terms of the mainstream approach to external verification this meant that no Holds were placed on any of the Graded Unit submissions. With regard to the five centres that were centrally verified using the New Approach to Quality Assurance, this meant that significant strengths were identified in the Internal Assessment and Verification category. This success confirms that all seven centres were meeting national standards.

There was no external verification activity in session 2013–14 for Electrical Engineering: Graded Unit 2 — electrical engineering project.

## Unit specifications, instruments of assessment and exemplification materials

Candidates from all seven centres submitting candidate scripts for central verification of the Electrical Engineering: Graded Unit 1 sat a further education college consortium-devised examination paper and marking scheme. Both the examination paper and marking scheme were prior verified by an SQA External Verifier. External verification confirmed that the examination paper satisfied the Graded Unit specification and met national standards. The marking scheme was detailed and accurate.

## Evidence Requirements

All seven centres whose candidates sat the consortium-devised examination paper submitted a minimum of 12 candidate scripts as required by SQA. These 12 scripts included examples of grade A, B and C passes and failed candidates, where available.

## Administration of assessments

Central verification of the Electrical Engineering: Graded Unit 1 confirmed that the sample of candidate scripts sent by all seven centres had been marked accurately, consistently and fairly. It is pleasing to report that all seven centres conducted internal verification involving cross-marking of a sample of candidate scripts. While minor variations in marks occurred between first and second

markers this did not affect the grades that candidates achieved in the examination.

### **General feedback**

External Verifiers found that marking of candidate Electrical Engineering: Graded Unit 1 examination scripts was thorough with errors in working clearly identified.

### **Areas of good practice**

In regard to the Electrical Engineering: Graded Unit 1, the following area of good practice was identified:

Centres continue to demonstrate that they are able to apply rigorous internal verification procedures to the marking of candidate scripts. This is to be particularly commended given that centres have only a short period of time to mark and verify scripts before they are submitted for central verification.

### **Specific areas for improvement**

The External Verifier team conducting the central verification was concerned that examination papers are being produced which include questions that are very similar to questions set in previous papers. This is a particular concern where candidates are practising their examination skills using previous years' papers. To maintain the integrity and credibility of the Graded Unit assessment process centres are urged, whether working in consortia or on their own, to only produce examination papers that contain new questions.