



**Higher National Qualifications  
Internal Assessment Report 2016  
Electronics and Instrumentation**

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

All centres visited were experienced with delivering the units in this verification group and were able to demonstrate a clear understanding of the requirements of the national standards. In part this is due to the maturity of the qualifications, the experience of the delivering centres, and communication through the relevant Qualifications Support Team.

## Unit specifications, instruments of assessment and exemplification materials

Centres, in the main, used SQA assessment exemplars or modified assessment exemplars to suit resources.

## Evidence requirements

All centres that were visited demonstrated a clear understanding of the evidence requirements as given in the unit specifications.

## Administration of assessments

All centres have sufficient internal verification procedures in place. Internal documentation sampled ranged from internal verifiers placing a tick on a form with no detail through to extensive documented comments and discussions between assessors and internal verifiers.

Similar to last session, it was sometimes difficult to audit-trail candidates' re-worked assessments and any feedback from assessors. Where candidates are permitted a re-work of an assessment, the documentation should be clear as to what is required, when it is required — with supporting documentation of subsequent completion.

## General feedback

There were variations in the amount of feedback given to candidates across centres. Some centres have specific candidate feedback sections written into assessment material but there were differences in the amount of specific feedback offered by assessors. Other centres use an oral feedback system which can be difficult to audit especially when candidates have to re-work evidence. Comprehensive checklists should be used by assessors for practical activities and reports. This will add clarity to both internal and external verification.

## Areas of good practice

With updated and revised quality systems implemented across different sites within centres, some centres have developed central share-point facilities for all assessment, verification and registration purposes to ensure consistency and

continuity of standards across different sites. Some centres are making better use of this resource than others.

Some centres make effective use of the SQA prior verification process when they wish to modify assessments.

### **Specific areas for improvement**

This session, the following areas for improvement were noted:

- ◆ As centres now deliver awards across various sites, active communication of procedures and outcomes relating to quality becomes extremely important.
- ◆ The use of quality share-point facilities is to be encouraged. There were instances this session where such facilities were available to staff but not actively used.
- ◆ It was also sometimes difficult to audit-trail candidates' re-worked assessments. Where candidates are permitted a re-work of an assessment, the documentation should be clear as to what is required, when it is required — with supporting documentation of subsequent completion.
- ◆ Comprehensive checklists should be used by assessors for practical activities and reports. This will add clarity to both internal and external verification. Such checklists may prove useful to candidates with regard to assessment requirements.
- ◆ The amount of feedback given to candidates was minimal in some instances.

# Higher National graded units

DG2T 34 Electronics: Graded Unit 1

DG2V 35 Electronics: Graded Unit 2

## General comments

All centres visited or subject to central verification were experienced with delivering the above graded units and were able to demonstrate a clear understanding of the requirements of the national standards. Centres used graded unit 1 papers prepared by the relevant subject specialists and prior verified by SQA.

## Unit specifications, instruments of assessment and exemplification materials

The relevant subject specialists each session prepare a first and second graded unit 1 paper that centres use.

All candidates across centres sit the same assessment with clear marking guidelines prior verified by SQA.

## Evidence requirements

All centres have a clear understanding of the evidence requirements as given in the unit specifications.

## Administration of assessments

With regard to graded unit 1, strict control conditions are in place and adhered to by each centre. In addition, all centres have sufficient internal verification procedures in place to ensure consistency of marking.

## General feedback

For graded unit 1, it was noted that candidates did better with digital electronics questions than any other questions in this examination. This showed the need for candidates to be suitably coached in examination techniques and procedures as well as the range of topics covered by this unit. In addition, all control conditions and pass requirements should be clearly stated on any examination paper. With regard to graded unit 2, progress reports were better documented than in previous sessions but sometimes there was a lack of evidence regarding candidates' presentations at the end of the project.

## Areas of good practice

With regard to graded unit 1, the following good practice was noted:

- ◆ Some candidates demonstrated good examination techniques.

- ◆ Good use was made of a proper examination paper.
- ◆ There were clear and detailed assessor and internal verifier comments.

With regard to graded unit 2, the following good practice was noted:

- ◆ There was some evidence of comprehensive progress reports detailing the distance travelled by each candidate.

### **Specific areas for improvement**

- ◆ Good examination techniques are important for graded unit 1, along with the technical detail required for the unit. Centres should consider coaching candidates in such techniques.
- ◆ All control conditions and pass requirements should be clearly stated on any examination paper.
- ◆ With regard to graded unit 2, progress reports should be clearly documented and there should be some form of evidence regarding candidates' presentations at the end of the project.