



**Higher National and Vocational Qualifications
Internal Assessment Report 2016
Legal Services**

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

Higher National units

General comments

The eight centres that were externally verified in academic session 2015–16 had a clear and accurate understanding of the requirements of the national standards relating to the units externally verified in verification group 260 Legal Services.

All centres are reminded that when using an SQA assessment support pack that the relevant marking scheme for the solution is used.

Unit specifications, instruments of assessment and exemplification materials

F84P 34 Business Law: an Introduction
F84N 34 Business Contractual Relationships
F1A5 34 Property Law
F1A6 34 Scottish Criminal Procedure
F1A7 34 Scottish Legal Systems
F19P 34 Scottish Private Law

The assessors and internal verifiers had an excellent understanding of the knowledge and skill criteria set out in the above unit specifications.

Centres had used either centrally devised instruments of assessment or had produced alternatives, which had been prior verified. All were valid, reliable, practicable and fair.

Evidence requirements

All centres externally verified for academic session 2015–16 showed a clear understanding of the evidence requirements set out in the above listed unit specifications.

Administration of assessments

All centres had internal verification procedures covering pre-, during and post-delivery of assessments, ensuring that SQA standards were being complied with.

General feedback

Overall feedback to candidates from the eight centres was of a high standard with assessors providing positive and constructive comments to candidates. Where candidates were interviewed at visits they indicated that they had enjoyed studying the units.

All centres that were verified provided all relevant information relating to the units being externally verified on date of visit. No areas of concern were identified in submitted reports.

Areas of good practice

Where candidates were undertaking an assessment electronically, software was used to prevent access to internet or own drives.

Specific areas for improvement

None identified.

Higher National graded units

Titles/levels of HN graded units verified:

F1H8 34 Legal Services Graded Unit 1

F1H9 35 Legal Services Graded Unit 2

General comments

The centres that were externally verified at the central event had a clear and accurate understanding of the requirements of the above graded units. All grades allocated by centres were found to be accurate on the date of the event.

Unit specifications, instruments of assessment and exemplification materials

From the evidence presented on the day of the central verification event, it was clear that assessors were familiar with the content of the unit specifications along with the instruments of assessment and the marking criteria.

Evidence requirements

From the evidence reviewed on day of the central verification event it was clear that staff in all centres had an excellent understanding of the requirements of Graded Units 1 and 2.

Administration of assessments

All assessments from the four centres centrally verified had been accurately marked and were allocated the appropriate grade according to the criteria set out in the unit specifications.

All assessments had been administered appropriately and were delivered to SQA by all centres timeously, allowing the event to be undertaken as planned.

Centre internal verification had been carried out on all scripts verified.

General feedback

Excellent constructive and positive feedback had been provided by assessors on all candidate scripts centrally verified.

Areas of good practice

Allocation of legal research technique marks had been clearly indicated on candidates' scripts.

Specific areas for improvement

Clearer point allocation to be provided on candidates' scripts.