



**Higher National Qualifications  
Internal Assessment Report 2015  
Photography**

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 have a clear understanding of the national standards.

## Unit specifications, instruments of assessment and exemplification materials

Assessors of the Units sampled were fully aware of the requirements of the Unit specifications and the availability of exemplar internal assessments.

## Evidence Requirements

In all visits, the evidence provided met the requirements of the Units selected.

## Administration of assessments

In most centres there were well-documented folders showing pre-, mid- and post-verification evidence. All standardisation meetings were documented too. Overall, assessment instruments were clear and candidates understood what they had to produce to achieve a pass. Exemplar material was provided so candidates could see the standard necessary to pass.

## General feedback

Well-documented assessment feedback forms were given out to candidates so they knew what they had achieved and if any improvements were needed.

Continuous formative assessment was carried out through a variety of means: one-to-one tutorials, peer group reviews and feedback sessions.

Feedback from candidates who were interviewed was generally positive — often expressing the view that they felt supported and informed about their progress through the Units.

## Areas of good practice

- ◆ In one centre, the curriculum manager built in one hour each week for CPD. Staff can also attend to their own CPD needs outwith college CPD events.
- ◆ Elsewhere, tutors were given extra time on their timetables to mentor students through their performance. Candidates who were struggling were identified and assigned a mentor. These extra sessions help to maintain attainment of the award.

## Specific areas for improvement

None have been identified.

# Higher National Graded Units

Titles/levels of HN Graded Units verified:

DW91 34 Photography: Graded Unit 1

DX0D 35 Photography: Graded Unit 2

## General comments

All centres visited were fully acquainted with the requirements of these Units.

## Unit specifications, instruments of assessment and exemplification materials

Assessors of the Units sampled were fully aware of the requirements of the Graded Unit specifications and the availability of exemplar internal assessments.

## Evidence Requirements

All centres offering these Units clearly understand the Evidence Requirements.

## Administration of assessments

Assessments were recorded using detailed checklists with a breakdown of marks. The process was clear and fair for staff and candidates.

Assessment feedback provided further information for students and highlighted areas for improvement.

All grades given were verified and agreed.

## General feedback

- ◆ There was evidence of very detailed feedback methods
- ◆ Online assessment materials and documents were available
- ◆ Assessments were fair throughout
- ◆ Structured assessments met Unit requirements
- ◆ Preparation for assessment was evident — good process for pre-planning
- ◆ Assessment — students were 'ready' for assessment
- ◆ Records were accurate and detailed

## Areas of good practice

- ◆ Supported staff development/sabbatical opportunities

## Specific areas for improvement

No specific areas were identified.