



# NQ Verification 2017–18 Key Messages Round 1

01

## Section 1: Verification group information

Verification group name:	Hospitality: Practical Cookery
Verification event/visiting information	Event/visiting
Date published:	March 2018

### National Courses/Units verified:

Unit code	Level	Unit title
H20H	National 3	Cookery Skills, Techniques and Processes
H20H	National 4	Cookery Skills, Techniques and Processes
H20L	National 3	Understanding and Using Ingredients
H20L	National 4	Understanding and Using Ingredients
H20M	National 3	Organisational Skills for Cooking
H20M	National 4	Organisational Skills for Cooking

There was no evidence submitted this year for SCQF Level 5 units.

02

## Section 2: Comments on assessment

### Assessment approaches

This year, all centres chose either the unit by unit or combined approach to assessment.

The majority of centres made good use of the unit assessment support pack materials. In a number of cases, centres were using their own recipes for assessment purposes. Unfortunately, most of these had not been verified, and the skills were not at the correct level for the candidates who were being presented. It is therefore important to remember that centre-devised recipes should be submitted to SQA for prior verification if they are to be used for assessment purposes.

If centres wish to develop their own assessment recipes, guidance on how to do so is now available on the SQA website under 'Developing Assessment Items'. All recipes submitted for verification should be based on the criteria within this

document. Alternatively, there are a number of 'prior verified' recipes available on SQA's secure website for centres to use. Centres are also reminded that the most up to date materials, as published on the SQA secure website, must be used at all times.

For each unit, at each level, and for each level of the combined approach, the recording documentation for candidate evidence is very similar. On completion of the candidate assessment, it is good practice that the following documents are included, signed, and dated:

- ◆ a completed assessor checklist of candidate attainment
- ◆ a completed candidate worksheet/workbook (assessed)
- ◆ other relevant evidence, eg a centre-devised observational checklist/marketing scheme that recognises the candidate's achievement of each assessment standard, in a practical activity

Candidate checklists are not required for verification purposes and should not be submitted as evidence.

### **Recording documents**

Most centres now choose to record candidate performance on the assessor's checklist of candidate attainment, and in most cases, these were completed with good detail and were personalised to record the performance of each candidate.

Through this written evidence, assessors should refer to how the candidate has met the assessment standard. This record may be in addition to comments on the candidate's worksheet or workbook. If photographic evidence is included in candidate evidence, then only brief comments are required on the checklist of candidate attainment. However, if no photographic evidence is available, then a more detailed assessor's checklist of candidate attainment must be provided to give a clear idea of the assessor's observations, and professional judgement of how the candidate met the assessment standards.

Photographic evidence was good this year. However, centres are reminded that photographs should match the assessor's commentary of candidate attainment. Additionally, photographs should be of the candidate's work, as opposed to of the candidates themselves.

Reference must be made as to whether a candidate has achieved an assessment standard or needs to be re-assessed. The term 'fail' should not be used. Only where a candidate has not managed to achieve the standard on a third attempt could they be deemed as not having achieved.

## **Assessment judgements**

### **Cookery Skills, Techniques and Processes**

Centres that wish to use their own recipes, as opposed to those supplied in the unit assessment support pack, should submit them to SQA for prior verification

before use. This year saw an increased number of centres using their own recipes, which were not at the correct level for candidates. Some of the recipes used were too simplistic for National 4 candidates and some of those used for National 3 candidates were too complex.

### **Understanding and Using Ingredients**

Most centres recorded accurate judgements for this unit.

### **Organisational Skills for Cooking**

This year, a number of centres provided evidence for this unit. It is important to remember that candidates must be presented with a range of recipes to choose from to meet assessment standard 1.1. Centres are reminded that if they wish to use their own recipes, as opposed to those supplied in the unit assessment support pack, or on the prior verified section of the SQA secure website, then they should submit these to SQA for prior verification before presenting them to candidates for use.

Centres are reminded that at National 3 and 4 levels, candidates should be given a centre-devised time plan. They should not be expected to devise their own for assessment purposes.

03

## **Section 3: General comments**

When submitting materials for verification, please ensure that an assessment judgement for either specific assessment standards or complete units has been made.

If a candidate has passed the unit, it is deemed 'complete,' not 'interim', on the flyleaf.

If a candidate does not achieve the minimum requirement within an assessment standard, they do not achieve that assessment standard. They can be re-assessed and the same standard applies. Re-assessment guidance is clearly documented in unit assessment support packs.

There was an improvement in the number of centres carrying out internal verification, however, it was not always effective. Centres are reminded that internal verification is more than a signature on a page. It needs to be rigorous, reliable, and fair, so that any anomalies are highlighted. Some centres will need to review their internal verification procedures to ensure that they are effective. SQA's Internal Verification Toolkit at [www.sqa.org.uk/IVtoolkit](http://www.sqa.org.uk/IVtoolkit) offers a possible approach. A minimum of 25% of all materials should be internally verified, and it is good practice for a centre to submit a copy of their internal verification policy with candidate materials.

There was a greater percentage of centres submitting photographic evidence of candidates' finished results, which is good practice and can reduce the amount of written commentary required by assessors. It is, however, essential that the assessor's comments match the evidence in the photograph.

Administration errors are also evident, so greater attention to detail is required on candidate flyleafs and verification sample forms to ensure that details on all documents match.

There also seems to be some confusion as to what is required when unit verification is carried out. If a centre is to be verified in round 1, whether it is postal or visiting, the following is required:

- ◆ A unit by unit approach — evidence for one unit from any of the three or 12 candidates. Ideally, six from National 3 level and six from National 4 level. If these numbers are not available, then 12 candidates can be made up in any format for the one unit.
- ◆ If a centre only has a total of four candidates, then they should send evidence for all four candidates for one unit only. They are not required to send evidence for three units for these four candidates to make up 12.
- ◆ If a centre has not yet completed any of the unit assessments, then it is essential that they contact the National Qualifications verification team as soon as possible. They must not submit learning and teaching materials at this time.