

National Qualifications Support Team English and Literacy



Action grid from meeting held on 26 November 2014

Ref.	Agenda/minute title	Notes of discussion/action agreed	Action	Date
1	Welcome and introductions	Qualifications Manager Emma Bratchell (EB) welcomed everyone to the first meeting of the NQST.		
2	Roles and remit of NQST confidentiality	EB advised that there will be an annual meeting supplemented with online discussions on the NQST Quickr place — a dedicated secure online forum for this team.		
3	NQST Quickr place demonstration	Qualifications Officer Joanna Morris (JM) demonstrated the NQST Quickr place.		
4	Diet 2013–14	<p>EB and David Swinney (Subject Implementation Manager) provided an overview of the Course Report for National 5 English, and the External Assessment Reports for Intermediate 1 and 2, Higher and Advanced Higher English. The reports are available on SQA's website.</p> <p>The group discussed the set text lists for National 5 and Higher. The intention has always been to re-visit the list and possibly refresh some of the texts. EB informed the group that they would be consulted when the time comes for this to take place.</p>		

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5	Verification activity 2013–14	EB provided an overview of the Key Messages Report . Discussion also took place around the prior verification process and NQST members were encouraged to feed back to their colleagues that prior verification is not mandatory; it is a voluntary service for centres that have made significant changes to a Unit assessment.	NQST members to share the message with colleagues about prior verification as an optional service for centres.	
6	Overview of Understanding Standards activity	EB advised that there will be three Understanding Standards events in January 2015 for English National 5, and encouraged NQST members to help spread the word. Details of dates and locations can be found on the SQA website . The exemplification materials produced will be published on our secure site in due course.	NQST members to encourage staff within their centres and local authorities to attend the Course events in January.	November 2014- Jan 2015
7	AOB	EB advised that SQA is currently recruiting Markers and Team Leaders for National 5 and Higher English. There is no closing date for Marker opportunities, but Team Leader applications must be received by 16 January 2015.	Marker and Team Leader (marking) applications welcomed.	January 2015 deadline for Team Leader applications