



**National Qualifications 2014  
Internal Assessment Report  
English and Communication**

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

# National Courses

Titles/levels of National Courses verified:

F796 9 Language Study (Access 3)  
F796 10 Language Study (Intermediate 1)  
F796 11 Language Study (Intermediate 2)  
F796 12 Language Study (Higher)

## General comments

Overall, the materials verified showed that the centres sampled had a clear understanding of the requirements for Language Study. Assessment judgements were applied consistently, and were in line with national standards.

## Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

The requirement to use a valid and current instrument of assessment (Close Reading NAB), for the assessment of Reading was understood and adhered to by the vast majority of centres verified. Current instruments of assessment are available from SQA's secure site.

Appropriate tasks were employed by all centres for the assessment of Writing. All centres demonstrated a good understanding of the associated Performance Criteria.

## Evidence Requirements

Overall, a clear understanding of the Evidence Requirements was apparent. It should be noted that the requirement is for centres to produce evidence for both Reading and Writing in order that verification can be carried out for the Unit as a whole. For each candidate the requirement is for one completed piece of Writing, and one Reading assessment (Close Reading NAB).

## Administration of assessments

The administration of assessments was in line with Course Arrangements and Unit specifications. In most instances, pieces of Writing were clearly annotated with Pass or Fail judgements. Close Reading marking adhered carefully to the published Marking Instructions.

Controlled conditions and the use of unseen instruments of assessments were applied to the assessment of Reading. Evidence of supervision throughout the drafting process, in order to guarantee authenticity, was seen in the assessment of Writing.

In many centres there were clear indications of sound internal verification procedures.

## **Areas of good practice**

High standards of engagement and achievement were apparent in the work of many candidates.

In the majority of cases, tasks given (in both Reading and Writing) were appropriate to entry level.

In Reading, clear signs of insight and sophisticated analysis were apparent in the responses of many candidates.

Sensitive and thoughtful expression of creative, discursive and personal ideas was widely seen in candidates' writing.

Current and appropriate NAB assessments were employed to assess Reading.

For the assessment of Reading, Marking Instructions were often clearly and helpfully annotated in instances where assessment judgements had to be highlighted. These annotations helped to assist with standardisation within a department or faculty.

Where candidates were yet to achieve a Unit pass, clear, supportive and precise advice was offered by assessors. This advice indicated appropriate next steps.

In Writing, candidates were offered a wide range of challenging and engaging tasks. The level of engagement with these tasks was note-worthy.

Detailed, well-organised, specific and encouraging feedback was provided to candidates in order to support the improvement of skills in Writing.

Effective checklists were often employed to assist with the formative and summative assessment of Writing.

Scripts for both Writing and Reading were often annotated in a helpful way.

Many departments and faculties employed effective policies and procedures for internal verification and cross-marking.

## **Specific areas for improvement**

It should be noted that commercial prelim papers are not acceptable as instruments of assessment for Reading in the Language Study Unit. Current NABs from SQA's secure site are required.

In the assessment of Reading it is good practice to make it clear, through the precise use of ticks, exactly where marks have been awarded. The number of marks awarded should be clearly indicated beside the candidates' responses for each question.

Writing pieces should be marked with Pass/Fail assessment judgements.

For verification purposes, it helps greatly if internal verification processes are clearly visible. This can be done through cross-marking, and associated annotation of candidates' scripts.