

# Nominee profile and selection criteria

## Nominee profile

Nominees will work with SQA to quality assure internal assessment of Scotland's National Qualifications, and maintain the national standard within their subject. They will gain knowledge and understanding of best practice, which they will then share with colleagues to ensure that national standards are being applied consistently.

To do this, Nominees will:

- ◆ Complete the Nominee training as specified by SQA (both face-to-face and online).
- ◆ Share knowledge and understanding of national standards with the local teaching community.
- ◆ Work co-operatively under the direction of the Principal Verifier, Senior Team Leaders, Team Leaders and SQA staff.
- ◆ Attend and participate in verification events, as requested.
- ◆ Operate in accordance with SQA's quality assurance processes.
- ◆ Assist in the identification of materials that could be used as 'exemplification' (highlighting good and bad practice).
- ◆ Prepare clear and professional verification reports that will be issued to the schools/colleges that the reports relate to.

## Selection criteria

To ensure that we only allocate Nominee duties to those who are suitably skilled and competent, we have established essential criteria.

All Nominations that you provide **must**:

- ◆ Be currently assessing or internally verifying a Course or part of a Course in the relevant subject area at one or more levels (eg Higher).
- ◆ Have an understanding of the requirements across Courses at each level.
- ◆ Have excellent communication, interpersonal and team-working skills.
- ◆ Have excellent organisational and administrative skills (including attention to detail).
- ◆ Have good presenting/training skills (for sharing national standards with colleagues).
- ◆ Have a home computer or laptop with broadband internet and a private e-mail address.