Arrangements for:

Professional Development Award in Dental Nursing (SCQF level 7)

Group Award Code: G9C4 47

Validation date: February 2009

Date of original publication: May 2010

Version: 12 (May 2018)

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦   No new centres may be approved to offer the Unit which has been revised.
♦   Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version number	Description	Date
12	Updates to Assessment Paper request process	09/05/18
11	New paragraph added to "Marking and Resulting" section.	06/07/17
10	Brief statement added to Page 13 to clarify the expected competency of staff involved with delivery of the award.	18/05/17
09	Appendix 1 replaced.	09/05/16
08	Revision of Unit: (F69D 34) Dental Nursing: Scientific Principles in the Management of Plaque Related Diseases has been replaced by (H9R7 34) Dental Nursing: Principles in the Management of Plaque Related Diseases. (F69A 34) Dental Radiography has been replaced by (H9R8 34). (F69C 34) Dental Nursing: Principles of Oral Health Assessment and Treatment Planning has been replaced by (H9R9 34). (F69B 34) Dental Nursing: Principles of Infection Control in	14/10/15
07	Pages 8, 10 and 14 amended to reflect the addition of Appendix 3 Assessment Paper Arrangements.	06/06/14
06	Changes to exam dates from January 2014.	23/10/13
05	Assessment Paper Process updated in light of the ending of the Joint Agreement.	17/01/13
04	Clarification on Invigilation Requirements.	16/11/12
03	Additional information on Assessment Arrangements, Appeals and Resits.	03/09/10
02	Minor amendments to clarify the requirements for GDC registration.	02/08/10

Contents

1   Introduction

This is the Arrangements Document for the Group Award in Dental Nursing, at SCQF level 7, which was validated in February 2009. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery and assessment.

2   Rationale for the development of the Group Award

The need for development of a range of awards was recognised by the Scottish Executive in the Action Plan For Improving Oral Health and Modernising NHS Dental Services In Scotland (March 2005) The consultation reinforced the importance of the contribution which Professions Complementary to Dentistry and support staff make to the delivery of dental services, and a wish to see their skill escalation pathway more clearly recognised and rewarded. A key commitment to ensure an appropriate balance within the dental workforce was made: '*Provide support for the training and development of staff, including practice managers.*'

As outlined above, this sector-specific award has been developed in response to the need to provide dental nurses with suitable qualifications to gain full registration with the General Dental Council (GDC).

The impetus for the development of the qualification was initiated by two key factors:

♦   The introduction of statutory registration of Dental Care Professionals (DCPs).
♦   The revision and re-accreditation of the SVQ in Oral Health Care: Dental Nursing level 3 and its associated Assessment Strategy. Previously, the SVQ had incorporated an Independent Assessment in the form of a question paper, set, marked and certificated by the National Examining Board for Dental Nurses (NEBDN) on behalf of the Awarding Bodies, in this case SQA and City and Guilds.

NHS Education for Scotland (NES) Dental Directorate was consulted on the need for a specific award to underpin the SVQ Dental Nursing at level 3 for Scotland in order to meet the GDC's requirements and it was agreed that a PDA at level 7 would be developed.

The National Occupational Standards (NOS) for Oral Health Care were revised by the Standards Setting Council (SSC), Skills for Health and approved in 2007. The Assessment Strategy was also revised resulting in the removal of the Independent Assessment. The GDC required evidence that the knowledge requirements for the SVQ/NVQ be explicitly assessed as part of its registration requirements. To address this, SQA worked in conjunction with City and Guilds and NEBDN on the development of common Evidence Requirements for the SVQ and on the content of units to form a PDA (for Scotland) and a VRQ (Vocationally Related Qualification) for the rest of the UK to replace the Independent Assessment.

Each of the component units of the PDA can be delivered and assessed separately to facilitate CPD, infill or induction needs.

The target group for this award will be dental nurses and trainees working within general dental practice surgeries, hospitals or in the community, who are seeking registration with the GDC. In addition, prospective employees may undertake individual units of the qualification for the purposes of continuing professional development

3 Aims of the Group Award

The primary aim of this qualification is to provide knowledge and skills in specified areas which, when added to the SVQ in Dental Nursing at level 3 will provide a route to registration for dental nurses with the General Dental Council.

3.1 Principal aims of the Group Award(s)

1   To develop knowledge and understanding and skills to underpin achievement of the SVQ Dental Nursing at level 3

2   To provide a route to registration as a dental nurse with the General Dental Council by providing a nationally recognised and certificated course which provides the underpinning knowledge for the SVQ in Dental Nursing.

3   To enable candidates to develop specific knowledge and skills in relation to:

♦   infection control in the dental environment
♦   oral health assessment and treatment planning
♦   dental radiography
♦   scientific principles in the management of plaque related diseases

3.2 General aims of the Group Award

4   To support the candidate in the management of their own personal resources and professional development in order to achieve work objectives, career and personal goals.

5   To develop pathways towards higher level qualifications for this sector and enhance professional development

3.3 Target groups

The primary target group for these awards will be trainee dental nurses, working within general dental practice surgeries, hospitals or in the community, who are seeking registration with the GDC, are looking to improve on their professional practice, keep up-to-date with oral health practice developments and develop best practice within their own working environment.

The award may also be appropriate as a top-up qualification for dental nurses who require to demonstrate their occupational knowledge when seeking registration with the GDC.

Candidates may undertake individual Units for the purposes of continuing professional development.

3.4 Employment opportunities

It is anticipated that most candidates will be in employment as dental nursing trainees. The PDA will prepare candidates for employment within the dental sector as dental nurses by providing a comprehensive award designed to deliver knowledge and understanding which will underpin their practice. It is designed to work in tandem with the competence based qualification, the SVQ in Dental Nursing. Candidates who achieve both the SVQ and PDA qualifications can seek registration with the GDC.

It will also prepare candidates to progress to further qualifications in the dental sector and/or move to other areas within the dental practice, eg as dental administrators or dental managers

4 Access to Group Award

In stating the access regulations and in consideration of the subsequent selection and admission to the award, presenting centres will need to ensure that each prospective candidate has sufficient academic ability and the appropriate personal qualities to succeed. It is essential that candidates are in an appropriate work environment in order that they can meet the Evidence Requirements of the component units.

There are no pre-entry qualifications for this award although it is likely that candidates will be undertaking the SVQ in Dental Nursing concurrently. Entry will be at the discretion of the centre. However, due to the nature of the award, candidates should be in employment within an oral health care environment or have access to a suitable placement which will allow them to achieve the required competencies. In addition, it would beneficial if candidates have an adequate level of Communication and/or a science or numeracy subject which could be evidenced by achievement of, eg, Communication, English or equivalent at SCQF level 5 or above and Maths, Numeracy or a science-based course at SCQF level 4 or above (or equivalent).

5 Group Award structure

PDA Dental Nursing at SCQF level 7 G9C4 47

The PDA will be awarded on successful completion of 5 credits. The PDA carries a minimum of 40 SCQF credit points at SCQF level 7 and thus satisfies the design principles. There are no optional Units within the framework of the award.

5.1   Framework

Mandatory Units

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	H9RA 34	8	7	1
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	H9R9 34	8	7	1
Dental Radiography	H9R8 34	8	7	1
Dental Nursing: Principles in the Management of Plaque Related Diseases	H9R7 34	8	7	1
Dental Nursing Assessment*	F6C7 34	8	7	1

*This Unit represents the examination component of the Group Award

5.2   Mapping information

The following table identifies how the award aims are met in the individual Units.

Unit title	Code	Aims
Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	H9RA 34	1, 2, 3, 4, 5
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	H9R9 34	1, 2, 3, 4, 5
Dental Radiography	H9R8 34	1, 2, 3, 4, 5
Dental Nursing: Principles in the Management of Plaque Related Diseases	H9R7 34	1, 2, 3, 4, 5
Dental Nursing Assessment*	F6C7 34	1, 2, 4, 5

The Units of the PDA Dental Nursing have been matched to the National Occupational Standards (NOS) for Dental Nursing at level 3 to reflect specifically the practice base and its values. This mapping is intended as guidance.

PDA Dental Nursing (SCQF level 7) Mapping to SVQ in Dental Nursing at level 3

The PDA Dental Nursing provides underpinning knowledge for the following Units of the SVQ.

Unit code	Unit title		Outcomes	SVQ Units										
				H4TR 04	FD42 04	H4PT 04	H4X4 04	H4PV 04	F304 04	H4PX 04	H4PY 04	H4R0 04	H4PW 04	FR05 04
H9RA 34	Dental Nursing: Principles of Infection Prevention and Control in the dental environment	1	Describe the process of infection prevention and control	x		x	x		x	x		x	x	x
		2	Explain the significance of micro-organisms and infective proteins in the dental environment	x		x	x		x	x		x		x
		3	Describe the management of infectious conditions affecting individuals within the dental environment	x		x				x		x		x
		4	Describe the various methods of decontamination	x		x								x
		5	Outline key aspects of current legislation, regulation and professional guidance relating to infection prevention and control	x		x								x

Unit code	Unit title	Outcomes		SVQ Units										
				H4TR 04	FD42 04	H4PT 04	H4X4 04	H4PV 04	F304 04	H4PX 04	H4PY 04	H4R0 04	H4PW 04	FR05 04
H9R9 34	Dental Nursing: Principles of oral health assessment and treatment planning	1	Explain the requirements surrounding the recording of oral health assessment and treatment planning including obtaining valid patient consent						x		x		x	
		2	Describe the clinical assessments associated with orthodontics											
		3	Explain the changes that may occur in the oral tissues						x		x			
		4	Recognise and appropriately deal with medical emergencies that may occur in the dental environment	x		x			x					
		5	Outline the basic structure and function of oral and dental anatomy						x		x	x	x	x
H9R8 34	Dental Radiography	1	Identify the regulations and describe the hazards associated with ionising radiation							x				
		2	Distinguish between the different Radiographic films and describe their uses							x				

Unit code	Unit title	Outcomes		SVQ Units										
				H4TR 04	FD42 04	H4PT 04	H4X4 04	H4PV 04	F304 04	H4PX 04	H4PY 04	H4R0 04	H4PW 04	FR05 04
H9R8 34 (cont)		3	Describe the imaging process and identify the different chemicals used in radiographic processing							x				
		4	Explain the importance of effective quality control of radiographic films							x				
H9R7 34	Dental Nursing: Principles in the Management of Plaque Related Diseases	1	Describe common oral diseases						x		x			x
		2	Outline methods for the prevention and management of oral diseases						x		x			x
		3	Describe how to manage and handle materials and instruments used during and finishing restorative procedures for plaque related diseases			x					x			

Key

H4TR 04	Make sure your own actions reduce risks to health and safety
FD42 04	Reflect on, develop and maintain own skills and practice in learning and development
H4PT 04	Prepare and maintain environments, instruments and equipment for clinical dental procedures
H4X4 04	Basic life support
H4PV 04	Offer information and support to individuals about dental services and the protection of oral health
H4PX 04	Contribute to the production of dental images
H4PY 04	Provide chair side support during the prevention and control of peridontal disease and caries, and the restoration of cavities
H4R0 04	Provide chair side support during the provision of fixed and removable prostheses
H4R1 04	Provide chair side support during non surgical endodontic treatments
H4R2 04	Provide chair side support during the extraction of teeth and minor oral surgery

Mapping PDA Dental Nursing (SCQF level 7) to the NHS Knowledge and Skills Framework

The PDA Dental Nursing provides underpinning knowledge for individuals wishing to develop to the following levels:

Unit number	Unit title	C1	C2	C3	C4	C5	HW B1	HW B2	HW B3	HW B4	HW B5	HW B6	HW B7	HW B8	HW B9	HW B10	IK 1
H9RA 34	Dental Nursing: Principles of Infection Prevention and Control in the dental environment	3	2	3	1	2	2	1	2	2	2	1	1	1	2	3	1
H9R9 34	Dental Nursing: Principles of oral health assessment and treatment planning	3	2	2	1	2	2	1	2	2	2	1	1	1	2	3	1
H9R8 34	Dental Radiography	3	2	3	1	1	1	1	2	2	2	1	1	1	2	3	1
H9R7 34	Dental Nursing:	3	2	2	1	1	2	1	2	2	2	1	1	1	2	3	1

	Principles in the Management of Plaque Related Diseases																

Key

C1   Communication
C2   Personal and people developments
C3   Health, safety and security
C4   Service Improvement
C5   Quality
HWB1   Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing
HWB2   Assessment and Care Planning to meet health and wellbeing care needs
HWB3   Protection of health and wellbeing
HWB4   Enablement to address health and wellbeing needs
HWB5   Provision of care to meet health and wellbeing needs
HWB6   Assessment and treatment planning
HWB7   Interventions and Treatments
HWB8   Biomedical Investigation
HWB9   Equipment and devices to meet health and wellbeing needs
HWB10   Products to meet health and wellbeing needs
IK1   Information processing

5.3   Articulation, professional recognition and credit transfer

There is direct articulation and progression to other awards in the SQA framework as follows:

♦   SVQ Dental Nursing level 3
♦   HNC/HND in Dental Nursing
♦   PDA Dental Nursing: Supporting Special Care Provision
♦   PDA Orthodontic Dental Nursing
♦   PDA Intravenous Sedation for Dental Care Professionals
♦   PDA Dental Nursing: Delivering Oral Health Interventions
♦   PDA Dental Care Professionals: Dental Laboratory Skills
♦   PDA Recording Patient Assessment for Dental Care Professionals
♦   PDA Dental and Medical Reception Skills
♦   PDA Oral Health Care: Dental Managers
♦   PDA Facilitating Learning, Training and Assessment in the Workplace

5.4   Opportunities for Core Skills Development

Although not formally assessed as part of the PDA Dental Nursing, candidates will have the opportunity to develop the following Core Skills:

Communication (Oral Communication) There are ample opportunities for candidates to provide evidence of oral communication skills when interacting with staff and patients and other internal and other external customers.

Communication (Written Communication): Working in a dental environment where the well being of individuals is being supported necessitates the use of written communication to convey information reports, treatment plans etc Therefore when completing this award, candidates should be able to collect evidence for written communication.

Information and Communication Technology Dental practices use information technology systems to input records and reports, for processing other information and to retrieve information about individuals. There are opportunities for candidates to collect evidence towards achievement of this Core Skill. Candidates may also use Information Technology to produce their assessments

Problem Solving Assessments will demand evidence of an understanding of theoretical concepts and an ability to give examples of how to relate theory to practice

Working with Others is a critical competence for dental nurses and is developed through the units

5.5   Core Skills exit profile

On completion of the component Units, it is anticipated that candidates will have developed aspects of the Core Skills in *Working with Others, Problem Solving and Communication* to SCQF level 5 or equivalent.

6   Approaches to delivery and assessment

6.1 There is no prescribed order in which the units must be delivered and centres may design their delivery plans to meet the needs of candidates. The qualification may be delivered through a blended learning format which could include distance, open or e-learning. As the PDA is aimed at trainee dental nurses, candidates should be working in the dental environment or have access to an appropriate placement which will allow them to meet the competencies detailed in the Units. Workshops could be used to supplement tutor-led sessions and e-learning.

The assessment guidelines within each Unit have been designed to meet the Evidence Requirements for each Unit. Each Unit may be assessed holistically using short question papers to cover the knowledge and skills in each Unit. This will help prepare candidates for the overarching Group Award assessment provided by the Unit, *Dental Nursing Assessment F6C7 34*. Successful completion of both the PDA and SVQ in Dental Nursing will allow candidates to seek registration with the General Dental Council.

Practical exercises could also be used. A question bank will be developed from which centres can prepare assessment papers for each component Unit. Specific guidance on content, context and delivery and assessment is given in each of the component units.

Although the Units in this PDA are designed and intended to be delivered as part of the Group Award, it is possible for individual Units to be delivered as stand-alone Units as part of a candidate's individual Continuing Professional Development needs.

6.2　Arrangements for Dental Nursing Assessment Unit

From January 2014 the Assessment Paper will be available at two (2) diets per annum as follows:

♦　The first Friday in June
♦　The first Friday in December

The Assessment Paper will only be available to candidates who have been registered with SQA by approved centres.

Please refer to Appendix 2 for detailed guidance on the Arrangements for the Dental Nursing Assessment Paper.

6.2.1　Enrolling candidates

Centres are required to enrol candidates with SQA for the PDA in Dental Nursing (G9C4 47). The centre must then also advise SQA when its candidates are ready to undertake the Assessment Paper for the Dental Nursing Assessment Unit (F6C7 34), i.e. at which of the two Diets: June or December and whether a paper based or Solar assessment is required. SQA will require this information ten weeks (10) prior to the exam date. Centres should submit a Question Paper Request Form (DN1) which should be completed and sent electronically in word format, to the Qualifications Administrations Team at **qualificationsadmin@sqa.org.uk**.

Arrangements for Solar assessments will be made separately.

SQA will acknowledge receipt and notify the centre of the date of despatch. Two weeks before the date of the Assessment, SQA will ask the centre to confirm that the list of candidates is correct and to make any amendments as necessary. The centre must confirm the details on the list and return this to SQA.

A flowchart illustrating the process is attached as Appendix 1.

6.2.2　Conduct of the Assessment

SQA will provide the Assessment Papers in batches of five to centres one week before the exam date to allow centres time to prepare. The Assessment Papers **must** be held in secure conditions and not released to candidates until the designated time of assessment. The centre will be responsible for the secure despatch of the papers to SQA for marking within 24 hours of the examination.

N.B. All unused Assessment Papers **MUST** be returned to SQA. Unused papers must not be retained by centres under any circumstances.

Assessment will take place under closed book conditions and centres must ensure that they have appropriate accommodation to allow the Assessment to take place and provide invigilator(s) who will be responsible for the conduct of the Assessment.

The centre must confirm the appointment of appropriate invigilators to SQA.

Independent invigilators should be appointed by the centre, i.e they should have no connection to the candidates and no involvement in the delivery or assessment of the course.

Questions from candidates during the exam

As with all Closed Book Exams, candidates must be left to interpret the questions for themselves.

It is vital that as far as possible all candidates undertake exactly the same examination paper. If a candidate has a query or suggests there is a mistake in the paper and if there isn't an official correction notice covering that point, the Invigilator must only advise the candidate to **deal with the paper as printed** without spending more than an appropriate allocation of time on the question concerned. No further assistance should be given to the candidate. Any attempt to do so (by centre staff) must be formally reported to SQA.

Please refer to SQA's Handbook for Invigilators 2012 or contact the Qualifications Development Team directly should you require further information.

Appropriate assessment arrangements for candidates with additional needs are the responsibility of the centre and should be confirmed with SQA prior to the date of the exam. For advice and guidance on Assessment Arrangements contact **www.sqa.org.uk/assessmentarrangements**.

On completion of the Assessment, all Assessment Papers must be collected by the Invigilator, put into the correct envelopes and sealed. These must then be sent, preferably by recorded delivery, to **Qualifications Admin (6th Floor), Scottish Qualifications Authority, The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ**.

6.2.3 Marking and Resulting

In line with Grade Boundary procedures, post marking: the pass mark will be confirmed by the marking and moderation team to SQA Qualifications Development (QD) and Solar teams.

On completion of marking and moderation, the results will be communicated by SQA to Centres. Centres must then enter the appropriate result (Pass/Fail) for each candidate for the Assessment Unit (F6C7 34), for the purposes of result processing.

Upon successful completion of all five Units in the PDA, candidates will be certificated by SQA. There will be no separate certificate issued for the Assessment Unit.

6.2.4 Appeals and Resits

Appeals

Please refer to Appendix 2B for information on SQA's Results Service which has replaced the Appeals Service.

All appeals should be sent to qualificationsadmin@sqa.org.uk. Appeals will be acknowledged within two working days.

Resits

Centres are required to re-register the candidate for the Assessment Unit F6C7 34. Candidate details should also be included in the DN1 form and submitted to SQA for the next available diet.

7   General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Further information on Assessment Arrangements can be found in Appendix 2A.

Internal and external verification

It is expected that all staff involved in the teaching, assessment and internal verification of the Units are registered with the GDC. All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* **(www.sqa.org.uk)**.

8 General information for candidates

8.1 The purpose of the PDA

The Professional Development Award (PDA) in Dental Nursing has been developed by SQA following consultation with the sector in Scotland and key stakeholders including the NHS Education for Scotland Dental Directorate.

This qualification will enable those working as dental nurses or trainee dental nurses to supplement the knowledge gained from the SVQ Dental Nursing at level 3 and will contribute to registration requirements as a Dental Care Professional (DCP) with the General Dental Council.

8.2 Structure and Content of the PDA

The award is made up of five Higher National Units and includes an Assessment Question Paper which is taken under exam conditions. The Units are:

Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment	H9RA 34
Dental Nursing: Principles of Oral Health Assessment and Treatment Planning	H9R9 34
Dental Radiography	H9R8 34
Dental Nursing: Principles in the Management of Plaque Related Diseases	H9R7 34

The exam is:

F6C7 34 Dental Nursing Assessment

The following information gives a summary of each Unit

Dental Nursing: Principles of Infection Prevention and Control in the Dental Environment

This Unit is designed to introduce you to the risks of infectious diseases, their routes of transmission and methods of infection control in the dental environment.

Dental Nursing: Principles of oral health assessment and treatment planning

This Unit is designed to introduce you to methods for dental assessment and effective methods that can be used in oral health treatment planning. The Unit also covers dental anatomy and changes that can occur in oral tissue.

Dental Radiography

This Unit is designed to introduce you to current radiography legislation including the principles and techniques of handling and processing radiographs.

Dental Nursing: Principles in the Management of Plaque Related Diseases This Unit is designed to introduce you to the aetiology and progression of oral diseases, methods of prevention and restoration of the dentition.

Dental Nursing Assessment

This Unit is designed to provide an holistic assessment with questions covering the content of the four component Units of the PDA. It is central to preparing you to seek entry to the Register held by General Dental Council as a Dental Care Professional.

8.3   Assessment

It is recommended that each Unit is assessed by means of a question paper. This could be a single paper mirroring the model of the external Assessment Paper to help prepare you for the formal examination paper. Alternatively, each Unit could be assessed separately by a series of questions covering the content of each Unit. Your centre will determine the model that best suits implementation of the PDA within your centre.

8.4   Entry requirements

You will need to be in employment within an oral health care environment or have access to a suitable placement which will allow you to achieve the required competencies. In addition, you should have Communication, English or equivalent at SCQF level 5 or above and Maths, Numeracy or a science-based course at SCQF level 4 or above (or equivalent).

Acceptance for this Course is at the discretion of the centre.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10   Appendices

Appendix 1: Flow chart showing process for enrolling candidates for the Assessment Paper

Appendix 2: Arrangements for the Dental Assessment Paper

Appendix 1: Flow chart showing process for enrolling candidates for the Assessment Paper
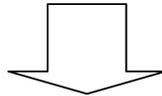
PDA Dental Nursing

Examination Enrolment Process Flowchart
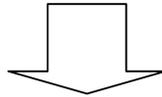
Stage 1 Pre-Assessment

Ten (10) weeks prior to the date of the selected Diet, the centre informs SQA of candidates ready to sit the Assessment Paper using the form DN1
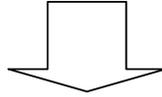
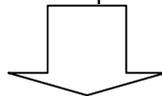SQA acknowledges receipt of form within 5 working days

2 weeks before the Assessment date, SQA asks centre to confirm the list of candidates and to amend if necessary within 3 days of receipt
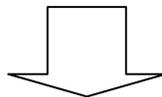
Centre returns DN1 confirming candidate details and final number for Assessment
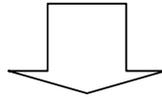
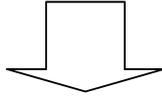SQA acknowledges receipt and confirms date of despatch of Papers

SQA despatches the agreed number of Papers to centres with a copy of form DN1 detailing those candidates entered by the centre
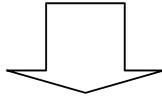
Centre confirms receipt of Papers to SQA
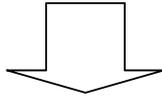
Stage 2 Post-Assessment

Centre sends completed Papers to SQA

Marker returns papers and results to SQA

SQA informs Centres of results within 8 weeks

Centre 'results' candidates using usual process

Appendix 2: Dental Nursing: Assessment Paper Arrangements

General Information

This document has been produced to provide further information and advice to those SQA centres offering the Dental Nursing Assessment Paper to their candidates. It should be read in conjunction with the PDA in Dental Nursing Arrangements Document.

The Dental Nursing assessment paper will be available at two (2) Diets per annum as follows:

♦ The first Friday in June

♦ The first Friday in December

A DN1 form should be submitted to SQA with an accompanying list containing details of each candidate i.e. Scottish Candidate Number (SCN). SQA requires this information (in Word format), ten (10) weeks prior to the selected assessment date.

Pro forma DN1 forms are available on the Dental Nursing PDA web page on SQA's website.

The examination will be conducted in designated 'examination centres'. The person identified on the DN1 as the 'Centre Contact', who may or may not be the SQA coordinator, has overall responsibility for the conduct of the examination including the security of the assessment papers.

The assessment papers will be sent in sealed packets to the Centre Contact within five (5) working days prior to the date of the exam.

The assessment papers **must** be held in secure conditions and not released to candidates until the designated time of assessment.

Please contact Qualification Administration on 0345 213 5925 should you have any queries about your supply of assessment papers.

The Centre Contact will be responsible for the secure despatch of the papers to SQA for marking within 24 hours of the examination.

N.B. All unused assessment papers **MUST** be returned to SQA. Unused papers must not be retained by centres under any circumstances.

Assessment Arrangements for Disabled Candidates or those with Additional Support Needs

Prior to the examination, the centre will have identified the candidate's needs and arranged, in   consultation with SQA, suitable and appropriate assessment arrangements.

Invigilators should be provided with details of agreed assessment arrangements in place for the examination. The invigilator should not question or discuss the appropriateness of agreed   assessment arrangements with anyone else. Guidelines on assessment arrangements for invigilators can be found in *Appendix 2A* of this document.

Please note that centres are advised that separate accommodation must, where possible, be provided for candidates with certain assessment arrangements (e.g. reader/scribe) in order to ensure no disruption to other candidates during the examination.

When the arrangement requires a scribe and/or reader, the invigilator should be provided with a copy of the assessment paper to allow them to follow the candidate's instruction to the scribe and confirm that reader has dealt with all the questions.

It is recommended that during the conduct of a dictated assessment, the centre arranges for a responsible person to be on duty outside the examination room to prevent any disturbance of the candidate and to prevent unauthorised entry.

For further information on Assessment Arrangements please contact:
www.sqa.org.uk/assessmentarrangements

Conduct of the Examination

1. Invigilation

Independent invigilators should be appointed by the centre, i.e. they should have no connection to the candidates and no involvement in the delivery or assessment of the course. Invigilators must be given full instructions relating to their duties and responsibilities.

2. Accommodation

Accommodation arrangements are the responsibility of the named Centre Contact.

Candidates must be seated in a way that minimises the possibility of copying. Where practicable, a minimum distance of approximately 1.25 metres should be maintained between each row of candidates.

All diagrams, pictures or similar teaching aids should be removed from walls of examination rooms.

Methods of requesting assistance in the room during the examination must be provided for the invigilator and explained to them prior to the exam.

Invigilators should alert the Centre Contact if they have concerns about the accommodation, the Centre Contact must report this to the Qualifications Team in Glasgow.

3. Persons authorised to enter the examination room

Apart from bona fide candidates or invigilators, no person may be present in an examination room at the time fixed for opening the sealed packets of assessment papers or during the course of the exam with the exception of the following:

- ♦ The centre contact
- ♦ An approved representative of SQA
- ♦ Any other authorised invigilator
- ♦ A member of staff or other such person summoned by the invigilator for assistance in an emergency*
- ♦ A member of staff or other such person who is responsible for carrying out assessment arrangements

Such persons must not communicate with candidates (other than allowed by assessment arrangements), nor may they interfere with the conduct of the exam which remains under control of the invigilator. They must leave the room on completion of their allotted duties and must not remove any confidential assessment material from the examination room.

*Centres should ensure that both male and female members of staff are available to assist in cases of illness or emergency

4. Timing

The timing of the examination is clearly stated on the assessment paper. The centre contact will be notified in advance of any departure from the published times that has been authorised by SQA.

Centres may adjust the starting time of examinations by up to thirty (30) minutes either way without the prior approval of SQA, usually to accommodate local transport arrangements. For issues around timing for candidates uitilising Solar –please contact that team
Solar@sqa.org.uk

5. Late admission of candidates

Normally, candidates arriving late for an examination may be admitted up to half an hour beyond the official start time of the examination, provided no candidate has left the room in the meantime. The attention of late arrivals should be drawn to any specific instruction in regard to the exam, including the 'Prohibited Items'.

No extension of time may be allowed to late arriving candidates. The names of such candidates should be notified to the Centre Contact after the examination.

6. Conduct of invigilators in the examination room

Invigilators should be alert and unobtrusive during the whole of the examination and should avoid remaining in one place, especially directly behind a candidate, for any length of time. Private reading or any other activity which may disturb the candidates or prevent full attention being given to the candidates is not allowed.

While an examination is in progress only essential conversation may be conducted.

An invigilator must not leave the room during the course of an examination unless another invigilator is in place.

Invigilators should ensure that personal mobile phones are switched off.

7. Conduct of candidates in the examination room

Prohibited items

Prior to the start of each examination, the invigilator must remind candidates that they must not be in possession of prohibited items, including mobile phones, during the examination. Candidates should be instructed to undertake a final check to ensure no such aids/devises are in their possession and advised that if they are found to have prohibited items after this point, this would be a serious breach of regulations.

Prohibited items include;
- Mobile phones
- Digital audio players
- Personal electronic aids
- Pencil and/or calculator cases
- Books, notes or papers

Invigilators must ensure that all candidates are aware of this instruction and watch as candidates undertake the check. Any prohibited items found at this time should be handed over, stored securely and returned to the candidate after the examination. A report to SQA is not required. As previously mentioned, any late arrivals must be given the same instruction prior to being allowed into the examination room.

Candidates must be told to leave their bags at the front of the examination room or in another appropriate area.

8. Assessment Paper Handling

The assessment paper should be distributed timeously to enable candidates to be ready to commence work punctually at the time fixed for the examination.

Before the start of the examination, the invigilator should instruct candidates to complete the front sheet of their answer books by entering the information neatly and legibly.

All assessment material is the property of SQA. If a candidate attempts an assessment paper, the responses, whatever their character must be submitted to SQA as normal. A candidate who removes the assessment paper from the examination room, whether intentionally or not, will forfeit the marks for the assessment paper concerned.

At the end of the examination, therefore, a check must be carried out to ensure that all assessment papers have been collected before candidates are allowed to leave the room.

9. Leaving the examination room

Normally, no candidate may be permitted to leave the examination room until half an hour a f t e r the start of the exam. Thereafter, a candidate who has completed the assessment paper and wishes to leave the room must do so quietly with the minimum disturbance to those still working. Before leaving the candidate must give up the answer book/assessment paper to the invigilator. Such a candidate may not be allowed to re-enter the examination room.

If a candidate is suffering from illness or distress during an examination the invigilator can give permission for the candidate to leave the room under supervision.

The invigilator should;

- ♦ Retain the candidate's assessment paper and answer sheets and make a note of the time
- ♦ Allow the candidate to leave the room with the person made available for such occurrences. The candidate must remain under this person's supervision while outside the examination room.

If the candidate returns to the examination room, the invigilator should return the assessment paper and any answer sheets and ensure the candidate receives the full allocation of time allowed.

If the candidate does not return to the room, the answer book should be packaged for return to SQA as normal.

10. . Interruptions in the conduct of the examinations

In the event of an interruption lasting more than a few minutes, candidates should be asked to draw a line beneath the work they have already done. A note should be made of the time candidates are asked to stop work. Candidates may be taken to suitable alternative accommodation where this is feasible. While candidates are waiting to recommence the examination they must remain under supervision and must not discuss the paper with any other person. Invigilators should try to keep the candidates as calm as possible during the interruption.

As soon as circumstances permit, the examination should be restarted. An appropriate allowance of time should be given in respect of the duration of the interruption. A report of the circumstances and action taken should be sent to the Qualifications Administration Team.

Every effort should be made to allow the candidates to complete the examination.

If circumstances to not permit the examination to be completed, the candidates partially completed paper should be sent along with the accompanying report of the circumstances to the qualifications administration team.

11. Appeals Process

The appeals process for the Dental Nursing Assessment Paper results has changed to bring it in to line with the Results Service offered for SQA's National Courses. Please refer to *Appendix 2B* for a full explanation of the new process.

Appendix 2A: Invigilator's Guidance on Assessment Arrangements

The following is an extract from the document *Assessment Arrangements Explained.* The SQA coordinator from your centre will be able to supply you with a copy or you can find it on the following website www.sqa.org.uk/assessmentarrangements

If, during any examination you have any queries or concerns regarding the conduct of an assessment arrangement please allow the examination to continue and report your concerns to the SQA coordinator (or person responsible for the conduct of the examination). A report on these concerns should be submitted to the Qualifications Administration team.

When invigilating an examination where a candidate is receiving any sort of assessment arrangement for a reason related to a disability and/or and assessment support need, it is very important that invigilators act in a sensitive manner towards the candidate.

For example, the invigilator should not make any comment about the candidate's eligibility for the assessment arrangement or the validity of the arrangement itself.

2A.1 Examples of assessment arrangements

Extra Time

The SQA coordinator (or person responsible for the conduct of the exam) will provide details in advance of the amount of extra time the candidate requires.

The extra time may be taken prior to the main starting time, or at the end, or a mixture of both.

The candidate can choose not to use all or any of the extra time.

Readers

A reader reads the assessment paper to the candidate. This may involve reading all instructions and questions to the candidate, or reading only part of the text.

The reader reads as instructed by the candidate. The candidate will indicate those questions or parts of questions they wish to have read.

The reader will read the exact wording of questions. They will not give meanings of words, rephrase or interpret anything.

The reader will not direct the candidate in any way.

The reader can, if asked by the candidate, read back the candidates response to the question.

Candidates have the option of reading some parts of the assessment paper themselves and having others read to them.

Candidates should study and interpret any diagrams, graphs or pictorial material themselves, however they can ask to have any text associated with such material read out to them.

At the end of the examination, the assessment paper should be submitted to SQA in the normal way.

Scribes

A scribe writes down or word processes a candidate's dictated answers to questions.

The scribe must only record responses exactly as they are dictated by the candidate but can use their discretion regarding spelling and punctuation in all dental assessments.

The scribe can read back what they have written if asked to do so by the candidate.

The scribe cannot give any advice regarding which questions to answer or which order to answer the questions in.

The candidate can write some responses and dictate others. All

work should be submitted to SQA in the normal way.

Appendix 2B: Appeals

The Appeals process for the Dental Assessment Paper has changed to bring it into line with the new Results Service which applies to SQA's National Courses.

(The Results Service replaced the Appeals Service for all National Courses where an exam contributes to the candidate's grade)

There are two Results Services:
- Exceptional Circumstances Consideration Service
- Post Results Service

2B.1 Exceptional Circumstances Consideration Service

Important – this service will only operate before the exam results are sent out. Requests for exceptional circumstances received by SQA after the results are posted will not be considered.

This service will assist candidates who could not sit an exam or who sat an exam but their performance suffered because of exceptional circumstances.

Exceptional circumstances include bereavement and serious illness. Minor ailments will not be considered exceptional circumstances.

If a centre believes that a candidate is likely to have been affected by exceptional circumstances, it must inform SQA within five working days of the exam and prior to the exam results being issued. The centre must submit alternative evidence in support of the c a n d i d a t e . A wide range of evidence will be considered. We will accept requests online or by   post.

SQA will review the candidate's evidence and inform the centre of the outcome. SQA aim to complete this within ten working days of receiving the request, or where appropriate, on results day but this but this will be dependent on the individual circumstances of the appeal.

There is no charge for this service.

2B.2 Post-results service

This service will run after candidates have received their result. If a centre is concerned by a candidate's result, they can request a clerical check and/or a marking review of the exam paper.

Clerical check

SQA staff will check that all parts of the assessment paper have been marked and that the marks given for each answer have been added correctly, and that the correct total mark was reported. There is no charge for this service.

Marking review

A clerical check will first be carried out as described. Next, an SQA examiner will review the marks awarded in the candidate's assessment paper. This will ensure that the marking is in line with the marking guidelines.

SQA will inform the centre of the result of the marking review immediately following the review. SQA aim to have this completed within ten working days of receipt of request but this   will be dependent on the individual circumstances of the appeal.

SQA do not currently charge for the marking review of dental assessment papers; however this is currently under review. Any future charges will be communicated to centres in advance of the examination date.