



# Qualification Verification Summary Report

## NQ Verification 2018–19

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### Section 1: Verification group information

Verification group name:	Practical Woodworking
Verification event/visiting information	Visiting
Date published:	June 2019

#### National Courses/Units verified:

H25G 73 National 3 Working with Tools

H25H 73 National 3 Working with Materials

H25J 73 National 3 Making an Item

H25V 74 National 4 Practical Woodworking: Flat Frame Construction

H25W 74 National 4 Practical Woodworking: Carcase Construction

H25X 74 National 4 Practical Woodworking: Machining and Finishing

H25Y 74 National 4 Making a Finished Product from Wood — added value unit

C862 75 National 5 Practical Woodworking: Practical Activity

H25V 75 SCQF level 5 Practical Woodworking: Flat Frame Construction

H25W 75 SCQF level 5 Practical Woodworking: Carcase Construction

H25X 75 SCQF level 5 Practical Woodworking: Machining and Finishing

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### Section 2: Comments on assessment

#### Assessment approaches

The majority of centres are to be commended for their diligence in taking on board the 2017–18 key messages and information contained in the course report. There is absolute confidence that the majority of centres will again make sure they read and follow the advice given regarding approaches to assessment.

### **National 3 — units**

All centres should be commended for their creative assessment approaches in these units.

### **National 4 and 5 — units**

Centres have the option of developing their own unit assessment tasks. Please note that this is not a requirement and centres can continue to use the SQA-produced assessments. During verification, verifiers noted that some centres had National 4 candidates producing National 5 joints (eg the stopped housing joint) as part of a unit assessment. Centres are reminded that this will lead to a 'not accepted' verification outcome as the instrument of assessment is invalid — National 4 content must be used in an assessment at National 4 level.

### **National 4 — added value unit**

In the main, centres continue to choose from the set of three unit assessment support packs (UASPs) to carry out this assessment activity. Most centres are knowledgeable about, and confident in applying, the 'judging the evidence' tables of the UASP.

### **National 5 — practical activity**

All centres used the new practical activity task for session 2018–19 from the secure area of the SQA website — this was the only instrument of assessment valid for this session. The logbook and marking instructions were familiar to the centres from last year, and were used by all centres.

A series of videos is now available on the Understanding Standards website to support centres in applying the marking instructions of the practical activity (this resource was highlighted by verifiers when making initial contact with centres). We would encourage all centres to make use of this valuable resource to aid their assessment judgements.

A minority of centres had used material of a different thickness to that of the original SQA-provided drawings. While most of these centres had correctly updated the drawings to suit these changes, some centres did not. Centres are reminded that they must try to obtain the material thickness as specified in the assessment task (and that thickness changes are only permissible by exception and where the working drawings have been amended to take account of the change). Centres do not need to inform SQA if a change in material thickness is necessary, but centres cannot alter lengths or widths of material in any circumstance.

It should also be noted that the working drawings of the practical activity must be given to candidates without alteration (aside from where thickness changes are necessary), and that no additional drawings, dimensions or information can be provided.

There were some instances of centres querying the use of power/machine tools during the practical activity task. To clarify, the practical activity tests candidates in a range of skills including the interpretation of working drawings, the use of hand tools to cut joints, and finishing. The use of power/machine tools, rather than hand tools, in the cutting of joints is not permitted and marks cannot be awarded for this.

It is expected that candidates will cut all joints using hand tools as this is intrinsic to the course. In the practical activity marking instruction, there is a distinct set of marks allocated to the 'machining and turnery' section — marks are not awarded for machining elsewhere.

Past practical activity assessments had multiple instances of the same joint (and we have moved away from this). In these instances, the use of the mortise machine was permitted only when the candidate had demonstrated their skills to standard, and only in specific circumstances (as there was no need to see the specific skills demonstrated again). The language used in our Understanding Standards videos (specifically flat-frame construction) makes it clear that hand tools must be used).

To summarise — all joints in the practical activity must be cut by hand tools, unless specific instructions are provided.

All externally verified centres used the log book. The log book was completed well by a minority of candidates and it was clear that they were well prepared by their centres. This year most of the verifiers commented on log books still containing PPE information and, wrongly, being awarded marks for non-specific checks. In some centres all the log books in the sample were almost all identical and they looked like they had been completed during a 'teacher led' lesson — this is not permissible, each candidate must complete their own log book independently. Centres are reminded that a specimen log book is available on the SQA website, and that the videos on the Understanding Standards website contain a section specifically related to the log book.

Candidates can choose to complete the log book through manual or electronic means — both are acceptable.

## **Assessment judgements**

The majority of centres are making accurate and reliable assessment judgements at all levels from National 3 to National 5. Again, the centres which had included detailed commentary where candidates had required additional guidance and/or where assessment standards were not met or marks not awarded, should be commended as this supports internal and external verification processes.

## **National 5 — Practical Activity**

Visiting verifiers felt that both 'independence of work' and 'measuring and marking out' were areas that centres found challenging to assess correctly.

A minority of centres were handing working drawings to their candidates and then waiting until the artefact was fully assembled before beginning assessment. It is recommended that the candidates' measuring and marking out is checked, and assessed, prior to them cutting anything. This allows for additional assistance to be offered to the candidate who may have marked out something incorrectly.

Some candidates had drilled the four holes for the turned feet on the top of the carcass assembly. This could have been addressed at the measuring and marking out stage. There were also clear dimensions given for the position of the two countersunk screws attaching the support rail. A minority of centres ignored these dimensions and/or the application of screws and attached the support rail with glue — this is not permitted, candidates must undertake the practical activity independently and as it has been provided by SQA. Several centres did not link the cutting list to the drawings and therefore the drawer back was either cut, and supplied to the candidates, wrongly or the candidates positioned it wrongly (flush at the base of the drawer rather than, as the drawing, flush at the top).

Centres are reminded that candidates cannot be awarded full marks in any section where evidence from that section is incomplete. For example, if the drawer is missing then the candidate cannot achieve full marks in the 'carcase construction' section of the marking instructions, nor could full marks in the 'independence of work' area be awarded. It is recommended that assessors put as much detail as possible in their marking commentaries within the practical activity assessment record, as this will support both the internal and external verification processes. This is particularly important in situations where there is incomplete work.

Some centres had issues with the turnery section, and there were a few instances of centres marking without using the turnery tolerances.

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## **Section 3: General comments**

A large number of centres were selected for round 1 or round 2 verification this session. Centres selected for round 1 had unit work from National 3 and National 4 verified. Round 2 verification concentrated on the National 4 added value unit and the National 5 practical activity (IACCA).

Centre staff engaged well with external verification and found the process to be supportive and transparent.

Most centres' assessment judgements were deemed to be accurate, consistent and reliable, in line with the national standard.

Most centres recorded their assessment judgements clearly using the candidate assessment record. In some instances, however, no assessment judgements were given, or there were no comments to justify or explain assessment judgements. This is an important part of both the assessment and verification processes and centres should always record this in a suitable format.

The majority of centres demonstrated clear evidence of effective internal verification procedures. Some centres that were new to presenting candidates for this course made use of colleagues from other centres to assist in the internal verification process.

Centres currently without an internal verification procedure are reminded that this is a requirement, and it is a condition of approval to offer SQA qualifications. More information on internal verification can be found here:  
[www.sqa.org.uk/IVtoolkit](http://www.sqa.org.uk/IVtoolkit).

### **Session 2019–20**

Centres are reminded that the National 5 practical activity changes each session. The practical activity for use in session 2019–20 will be published at the end of October 2019 and it is the only instrument of assessment that can be used.

### **Useful links**

[Understanding Standards National 5 Practical Woodworking videos](#)

[National 5 Practical Woodworking specimen log book](#)