



# Preparing for an EV Visit (Qualifications)

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# Aims

- ◆ To review the QV visit process for 2015-2018
- ◆ To explore the types of typical evidence which can be presented against the QV Criteria
- ◆ To develop a greater understanding of the individual QV Criteria

# Quality Assurance Qualification Verification

- ◆ Qualification Verification is the process by which SQA ensures that centres are assessing their candidates in line with national standards and that assessment decisions comply with SQA's Quality Assurance Criteria.

# Summary of QV Role During a Visit

- ◆ Identify Compliance Level for each Criteria
- ◆ Determine Rating for each Category for visit
- ◆ Agree Action Plan relating to criteria which are identified as Red or Amber
- ◆ Provide Recommendations that might enhance current practice
- ◆ Highlight examples of Good Practice
- ◆ Role is supportive

# Categories

- ◆ Resources
- ◆ Candidate Support
- ◆ Internal Assessment and Verification

# Compliance

- ◆ Sufficient Evidence (Green)
- ◆ Insufficient Evidence (Amber)
- ◆ Little or No Evidence (Red)

# Ratings

- ◆ Significant strengths
  - ◆ Strengths outweigh weaknesses
  - ◆ Some strengths and some weaknesses
  - ◆ Weaknesses outweigh strengths
  - ◆ Significant weaknesses
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- ◆ Overall Rating has been removed for 2015-2018
  - ◆ Category Ratings only



# Conducting the visit event

## Agree Agenda and running order

- ◆ Access to procedures and records of implementation
- ◆ Domestic arrangements (fire exits, lunch etc.)
- ◆ Sites / locations to visit
- ◆ Availability of assessors / IV's and candidates
- ◆ Sampling of evidence – accessibility and location ( on-line , room)
- ◆ Who will be available for feedback

# Typical order of EV activities

- ◆ Procedures sampling e.g. Assessment & IV
- ◆ Evidence sampling e.g. resources and candidate support
- ◆ Review assessor marked and internally verified candidates work – check judgements / decisions
- ◆ Discussions with assessors , verifiers and candidates – can be contextualised and draw on evidence previously seen – gap filling
- ◆ Final pre report check – calculate compliance
- ◆ Feedback to centre

# General preparation

- ◆ Once dates and subject areas / units are agreed please inform all staff who may be involved
- ◆ Ensure that any recommendations from previous visits have been reviewed
- ◆ If some information / evidence is being provided electronically, please provide
  - access for EV e.g. Logins
  - some one to provide a “walk-through” of the system if needed
- ◆ Availability of candidate evidence

# Master Packs

- ◆ It is highly recommended that centres develop Master Packs for visiting verification
- ◆ Centralised source of information
- ◆ Can be maintained to ensure information is up to date
- ◆ Hardcopy / Electronic on-line – both
- ◆ Can have cross referencing tabs to criteria

# Qualification Verification Master Packs

- ◆ Centre Policy and Procedural documents
- ◆ Course documents e.g. Group Award Specifications
- ◆ Relevant (to QV) SQA correspondence
- ◆ Copies of previous QA activity e.g. reports
- ◆ Staffing information

# Master Packs

- ◆ Resources review information
- ◆ Minutes of meetings:
  - Containing discussion of standardisation
  - Discussing candidate support
- ◆ Staff / Student Handbooks
- ◆ Items referred to during a QV visit

# Evidence to be presented

## Workshop

- ◆ Refer to Worksheet 1.
- ◆ Please discuss with your group what evidence your centres would provide on the visit, to match the requirements of the Resources Criteria 2.1 and 2.4.
- ◆ Note down your examples under each Criteria

- ◆ Time: 10 Minutes

# Feedback on Resources 2.1 Staff

- ◆ List of current Assessors and Internal Verifiers mapped to units (deployment matrix)
- ◆ CV's / Staff Information sheets
- ◆ CPD Records
  - Training on technical / subject areas
  - Events relating to assessment matters
- ◆ Copies of relevant certificates or diplomas
- ◆ New staff induction procedure checklist
- ◆ Discussion with assessors/verifiers



# Feedback on Resources 2.4 Review

- ◆ Minutes of meetings e.g. Course Team end year
- ◆ Inventory lists - Equipment – maintenance
- ◆ Procurement procedures – staff / student feedback proposals
- ◆ Tour of assessment environment accommodation
- ◆ Scrutiny of learning, assessment and reference materials – (revision dates)
- ◆ Self evaluation – course and units

# Evidence to be presented

## Workshop

- ◆ Please discuss with your group what evidence your centres would provide on the visit, to match the requirements of the Candidate Support Criteria 3.2 and 3.3.
- ◆ Note down your examples under each Criteria

Time 10 minutes.

# Feedback on Candidate Support 3.2

- ◆ Learner Agreements
- ◆ Personal Development Plans
- ◆ Student Handbooks / Induction packs
- ◆ Guidance and support procedures
- ◆ Recognition of Prior Learning / Achievement
- ◆ Candidate profiling (from application)
- ◆ Pre-entry guidance documents

# Feedback on Candidate Support 3.3

- ◆ Teaching and assessment schedules (Timetables)
- ◆ Assessor / Tutor support time slots
- ◆ Lesson plans
- ◆ Feedback on progress
- ◆ Remediation facilities / procedures
- ◆ Access arrangements (additional support needs)
- ◆ Discussion with candidates / assessors / verifiers

# Evidence to be presented

## Workshop

- ◆ Please discuss with your group what evidence your centres would provide on the visit, to match the requirements of the Assessment and Internal Verification Criteria 4.2, 4.3, 4.4, 4.6, 4.7 and 4.9.

Time 15 minutes

# Feedback on Internal Assessment and Verification 4.2

- ◆ Documented assessment and internal verification procedures
- ◆ Include sampling policy (strategy)
- ◆ Roles and responsibilities of assessors & IV's
- ◆ Minutes of meetings where standardisation discussed. E.g. Course team
- ◆ Scrutiny of candidates' assessment materials
- ◆ Discussion with assessors/verifiers

# Feedback on Internal Assessment and Verification 4.3

- ◆ Signed pre-delivery checklist (includes ASP's)
- ◆ Standardisation meeting minutes, internal audit, review records
- ◆ Assessment Instruments to be used. (With marking schemes)
- ◆ Assessments checklist for accessibility
- ◆ Records of Prior Verification
- ◆ Discussion with assessors/verifiers

# Feedback on Internal Assessment and Verification 4.4

- ◆ Centre policy and procedures on candidate malpractice / plagiarism
- ◆ Candidate disclaimer (countersigned by staff)
- ◆ Candidate and staff induction materials
- ◆ Assessor / IV roles and responsibilities
- ◆ Methods of detecting plagiarism / copying
- ◆ Discussion with assessors/verifiers on authentication



# Feedback on Internal Assessment and Verification 4.6

- ◆ Marked candidate assessments / folios
- ◆ Assessor checklists, reports, candidate records of achievement
  - Clear tracking of judgements with feedback
- ◆ Standardisation meeting minutes / dialogue, emails between assessors
- ◆ Interim IV forms and Post IV reports
- ◆ Professional discussion with assessors / verifiers

# Feedback on Internal Assessment and Verification 4.7

- ◆ All Candidate evidence available
- ◆ Requested sample presented
- ◆ Documented retention policy

# Feedback on Internal Assessment and Verification 4.9

- ◆ Procedure on receipt - signed distribution list
- ◆ Corrective action log / report (if needed)
- ◆ Minutes of meetings at which previous QA reports are discussed.
  - Arising general actions and review
- ◆ Copies of QA Reports on file
- ◆ Discussion with assessors / verifiers

# QV Visits – additional guidance

- ◆ Recommendations are made so that a centre can enhance its existing provision. They are not mandatory and you do not need to act upon them.
- ◆ Required Action points must be acted upon and are given when a judgement has been made that there is insufficient evidence, little evidence or no evidence (Amber or Red).

# QV Visits – additional guidance

- ◆ A most useful and widely adopted practice is to have individual Unit Master Packs
- ◆ Maintained separately
- ◆ Individual member of staff responsible
- ◆ Provide one stop source for new teaching / assessor staff delivering the unit

# Reference and support materials

- ◆ Quality Assurance Website
- ◆ This site contains the website access for all centres for information on Quality Assurance activity. This site is not password protected.  
<http://www.sqa.org.uk/qualityassurance>
- ◆ Guide to Visiting HN and Vocational Qualification Verification for Centres 2015–18 Publication  
Date: April 2015 Publication Code: FA7032  
[http://www.sqa.org.uk/files\\_ccc/QV\\_Guide\\_centres\\_2015-18.pdf](http://www.sqa.org.uk/files_ccc/QV_Guide_centres_2015-18.pdf)

# Reference and support materials

- ◆ Internal Verification Guide for SQA centres  
Publication date: February 2011 Publication  
code: FA5291

[http://www.sqa.org.uk/files\\_ccc/InternalVerificationGuideforSQAcentres.pdf](http://www.sqa.org.uk/files_ccc/InternalVerificationGuideforSQAcentres.pdf)

# Questions

