



Prior Verification Request Form (International)

What this form is for

This form is for centres in China who wish to provide SQA with information about assessment materials they have developed or modified, which can then be reviewed prior to use.

How to use this form

- This Form should be **completed and submitted by SQA Coordinators only**. Submission from anyone other than the SQA Coordinator will be returned unprocessed
- Only one Unit per Prior Verification Request Form is permitted
- A separate Prior Verification Request Form must be submitted for each Instrument of Assessment
- For purposes of reassessment the Instrument of Assessment must differ significantly from the original
- The Unit specification must be adhered to for centre devised Instruments of Assessment
- For more information about Prior Verification, please visit the Prior Verification section of the SQA International website
- This form is to be completed electronically. Please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#) 
- Certain supporting documents must be submitted with this form. These will be indicated by the symbol:- 

When you have finished

Once this form is complete, please email it, along with your materials for Prior Verification to: operations.international@sqa.org.uk

All the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by SQA.

1. Centre Details

Centre Name
Centre Number
SQA Coordinator
Contact Tel. Number
Email address

2. Qualification Verification Required Actions

Does this request link to an ongoing required action raised at Qualification Verification?

Yes

No

3. Previous Submission Details

Has this or any other assessment material previously been submitted for this Unit?

Yes, please specify details below

No, please continue to section 3

Material previously submitted
(e.g. outcome 1 & 2)

Date material sent to SQA

4. Product Details

Unit Title
(e.g. Administration)

Unit Code & Level
(e.g. A123 04)

Unit Type

Please specify all aspects of the Unit included in its assessment which you have developed or modified (e.g. Outcome 1, 2 & 3)

Estimated start date for Assessment of this Unit

5. Approval

Are you already approved to offer this Unit?	Yes	No
If no, are you currently seeking approval status?	Yes	No

6. Sharing of Assessment Instruments

Please tick to confirm that your centre is happy for the assessment material provided to be shared with other SQA approved centres after its acceptance by SQA.

7. Declaration





I declare that, as a result of internal verification, I consider the assessment material presented to be fit for purpose and the information on this form is correct.

Internal Verifier

Date

8. Checklist

Please attach the following mandatory documents to this request:–

Descriptive document name	File name
 Instruments of Assessment (where applicable, assessment conditions must be described)	
 Sample Solutions	
 Marker Schemes (Not applicable for project based quals)	
 Internal Verification Reports	

Note - If any of the above documents are not provided, the other material will be returned without prior verification.

SQA Use Only

Date received

Received by

Verification group
number

Verification group name

Date sent to EV

Date returned from EV

Date sent to Centre