

## Exemplar 2



### SQA's Audit of Evidence to Support Requests for Assessment Arrangements

<b>Centre Name</b>		<b>Centre Number</b>	
<b>Centre Contact</b>			
<b>Telephone</b>		<b>Email</b>	
<b>Date of Visit</b>			
<b>Assessment Arrangements Auditor</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>E-mail</b>			

### SQA's Evidence Requirements for Assessment Arrangements: Summary of Findings

<b>Criterion</b>	<b>E1</b>	<b>E2</b>	<b>E3</b>	<b>E4</b>	<b>E5</b>	<b>E6</b>	<b>E7</b>
<b>Sampled</b>	✓	✓	✓	✓	✓	✓	✓
<b>Good Practice</b>							
<b>Recommendations</b>							✓
<b>Required Actions</b>	✓				✓	✓	

## Exemplar 2

<b>EVIDENCE AVAILABLE IN CENTRE TO SUPPORT A REQUEST FOR AN ASSESSMENT ARRANGEMENT</b>
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<i>The Auditor will have sampled evidence to ensure that your centre's systems and procedures continue to comply with SQA requirements.</i>
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<b>Staff Present</b>	Access and Support Service Leader ELS Coordinator Quality Assurance Manager/SQA Coordinator
<b>Number of Candidates in sample</b>	12

Evidence Requirements	Overall Comments
<b>E1</b> <b>Documentary evidence of the internal assessment arrangements verification meeting(s)</b>	<p>Individual students' requirements are discussed at regular minuted ELS team meetings however there is no evidence of a final verification meeting. The centre is implementing a new documented process for managing assessment arrangements in 2016/17, and this process will include verification meetings which will take place in October, November and January of each year to review assessment arrangement requests and evidence from lecturers/ tutors. Proposed assessment arrangements for both internal and external assessments will be discussed at these meetings, and the outcomes recorded. The minutes of meetings which had taken place to discuss and agree the new procedures were available to view.</p> <p>We discussed how colour coding a summary spreadsheet of all students potentially requiring assessment arrangements (ie applying a 'traffic lights' system) may assist the centre to focus, both prior to and during the verification meeting, on the students/subjects where more evidence is required before the assessment arrangement can be formally agreed and entered on AAR.</p> <p>It is a <b>Required Action</b> that the minutes/records of all verification meetings are retained and made available for scrutiny during future audit activity by SQA.</p>

## Exemplar 2

<p><b>E2</b>  <b>Documentary evidence of confirmation from the candidate that they have agreed to (i) the provision of assessment arrangements, (ii) the centre submitting the request on their behalf and (iii) the centre sharing their personal data required for the request with SQA</b></p>	<p>For all students requesting assessment arrangements a Student Support Service Form is completed. This includes information on reason for support, subject, level and arrangement is signed by student and Student Support staff member.</p> <p>In all cases sampled, a form was in place and was signed by the student to confirm, or in one case refuse, the proposed arrangements.</p>
<p><b>E3</b>  <b>Documentary evidence of the candidate's disability /difficulty and how this generally affects the learning and teaching situation</b></p>	<p>There were learning support memos in place for the candidates sampled. These gave information on the candidate's condition and teaching and learning strategies.</p>
<p><b>E4</b>  <b>Documentary evidence of your candidate's current need for support in the classroom, how it is met and how it relates to the assessment arrangements requested</b></p>	<p>Evidence of disability/additional support needs and how this generally affects the learning and teaching situation included: a detailed Additional Support Plan, Case Conference records, and notes of check-in meetings.</p>
<p><b>E5</b>  <b>Documentary evidence that varying needs across subjects have been taken into account</b></p>	<p>The centre advised that subject departments were consulted regarding arrangements for candidates but a formal log of these was not retained. The centre could use their dialogue log to record this <b>(see Required Action)</b>.</p>
<p><b>E6</b>  <b>Documentary evidence for particular assessment arrangements</b></p>	<p>As in E5, LS staff have difficulty in obtaining this from lecturing staff.</p> <p>We discussed how evidence must be available to show that the adjustments make a difference and that this should be supplied by the subject lecturer. This work could be obtained whilst students are undertaking routine classroom work or results from internal assessments could be used. This evidence should also be available for review at the verification meeting.</p> <p>It was agreed this and the new revised policy in <b>E7</b> would be highlighted to staff so that they are fully aware of the evidence requirements for Diet 2017.</p>

## Exemplar 2

<p><b>E7</b>  <b>Documented evidence of a system for the management of SQA assessment arrangements which is supported by senior management.</b></p>	<p>All information relating to assessment arrangement processes is held in the staff area of the college intranet.</p> <p>The college's Assessment and Verification Policy has been revised and now incorporates information on the revised assessment arrangements processes - the draft revisions will be presented to the college Board of Management for ratification in October 2016. It is <b>Recommended</b> that the requirement to collate supporting subject-specific evidence is incorporated into the accompanying flowchart.</p> <p>The college advised that the assessment arrangements process will be included in the internal audit schedule. It is <b>Recommended</b> that the details of the process are also reviewed on an annual basis against the latest version of the relevant SQA publications.</p>					
<p><b>Good Practice</b>  The following areas of good practice were noted during the visit:</p>						
<p><b>Recommendations (REC)</b>  The following recommendations were made to enhance the current provision:  <b>E7:</b>  The requirement to collate supporting subject-specific evidence should be incorporated into the process diagram  And  The details of the process for assessment arrangements should be reviewed on an annual basis against the latest version of the relevant SQA publications</p>						
<p><b>Required Actions (RA)</b>  The following required actions were identified, discussed and agreed:</p>						
				<b>Date Agreed</b>		
<p><b>E1</b> The minutes/records of all verification meetings to be retained and made available for scrutiny during future audit activity by SQA.</p>				25th January 2016		
<p><b>E5</b> The centre must document the discussions with subject departments to show that needs have been considered across subject areas.</p>				25th January 2016		
<p><b>E6</b> Clearly marked and annotated pieces of work must be maintained for all students who are provided with additional assessment arrangements in both internal and externally assessed qualifications.</p>				25th January 2016		
<p><b>Feedback Report to</b></p>						
<p><b>Can current requests be processed?</b></p>			<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input checked="" type="checkbox"/>

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<b>Signature</b>		<b>Date</b>	
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