

A large, stylized logo consisting of a white 'X' with a purple swoosh above it, followed by the letters 'SQA' in a white, serif font. The logo is positioned in the upper left quadrant of a dark grey background.

X SQA

A smaller version of the 'X SQA' logo, featuring a blue 'X' with a purple swoosh and the letters 'SQA' in blue. It is located in the bottom right corner of the page, which has a white background.

X SQA

SEV Review of Verification Groups 254 and 390 for 2016/17

Business Graded Units and Business Management



SEV Review of 2016/17

What we do:

1. Role of the SEV and QV
2. Allocations
3. Feedback and QVSR process
4. Qualification Verification Summary Report

1. Role of the SEV and QV

- ❑ To ensure that all approval and verification activities are undertaken by their team in line with SQA policies, procedures and guidelines.
- ❑ To ensure that standards are interpreted and applied correctly and to enhance national consistency in assessment decisions

2. Allocations

- Issued to the SEV via email for approval with a 2 day turn round time
- Allocations are staggered and have time slots
- Checked for conflict of interest etc
- Accepted or rejected by the QV
- Released on QAMS through a new integrated system

3. Feedback and the QVSR process

- ❑ QVSR introduced to better align with the criteria contained in the QV report (replace IARs)
- ❑ All QV reports have to be approved by the SEV.
- ❑ The SEV receives all reports and they provide the information that goes into the Qualification Verification Summary Report
- ❑ The QVSRs are created towards the end of July and will be published each year by SQA on the website
- ❑ The QVSRs inform the QVs and form the basis for the standardisation meetings held at different times in the year.

4. Qualification Verification Summary Report

Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.

- Regular updating of materials on VLE etc.
- Common use of SQA ASPs.
- Small number using Business Culture/Behavioural Skills Enhancements ASP

4. Qualification Verification Summary Report

Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.

- Induction
- Student Advisors
- Timetabled guidance slots
- Specialist support services

4. Qualification Verification Summary Report

Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.

- Class time
- Office/email/social media
- Verbal and written feedback
- GU1 – exam technique, practice questions, prelim paper

4. Qualification Verification Summary Report

Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.

- IV procedures more standardised than before
- The best records are reflective and record how decisions have been made
- Different views between staff at different sites

4. Qualification Verification Summary Report

Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.

- Errors and improvements still being reported
- Often minor changes made but not being picked up
- Commonly adjustments are made for candidates requiring reasonable adjustments

4. Qualification Verification Summary Report

Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.

- Malpractice policy made available
- Greater focus on referencing
- Authenticity declarations
- Turnitin

4. Qualification Verification Summary Report

Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.

- Differences between Assessors at different sites
- Differences between the Assessor and IV
- Use of the grading table for projects
- Criteria for additional marks identified

4. Qualification Verification Summary Report

Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.

- Policy and practice
- The importance of security

4. Qualification Verification Summary Report

Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

- Clear reporting lines
- Integration of actions within IV procedures

4. Qualification Verification Summary Report

Areas of good practice report by qualification verifiers

- Dragons Den for business proposals
- The quality and detail of feedback
- Formal referencing
- Excellent online resources
- 'You said, we did' type reviews
- Quality week between blocks
- Link between business proposals and an incubator unit
- Project templates
- Progress review between HNC and HND

4. Qualification Verification Summary Report

Specific areas for development

- Maintaining progress in business planning units
- Interim IV
- Using the grade table for the project as an indicator of the grade.
- Checking grades at each grade boundary and recalibrate if required.

SEV Review of 2016/17

As in years past, thank you for all of your hard work

