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**National Qualifications 2020**

**Advanced Higher Modern Languages – Performance talking**

**Cantonese, French, Gaelic (Learners), German, Italian, Mandarin (Simplified & Traditional) and Spanish**

**Visiting Period: 10 February to 20 March 2020**

**Information for centres**

1. If the date and/or time proposed by the visiting assessor (VA) proves to be unsuitable or if the majority of candidates will not be available, the visiting examining team at SQA **must** be informed immediately by calling 0345 213 6687 or emailing visiting.examining@sqa.org.uk This is necessary to minimise personal inconvenience and disruption of the VA's programme of visits. SQA should be notified of any change in the numbers of candidates.

**Please make sure that you discuss any assessment arrangements that are in place for any of your candidates at the time the VA contacts you to arrange visit dates.**

2 Please provide suitably quiet surroundings for conducting the examination since any distracting noise may adversely affect candidates' performance.

 Candidates **must not** bring mobile phones or other types of mobile technology with them to the assessment.

 The teacher/lecturer **must not** be present during the test.

3 Candidates are tested individually and SQA co-ordinators must ensure that candidates are available in good time for the start of their scheduled appointment. Candidates are normally tested in alphabetical order of surnames. However, if some candidates can be more conveniently tested out of this order, you can arrange a revised timetable.

4 The examination of each candidate will take approximately, **but no more than**, 20 minutes: candidates must be available at 25 minute intervals. Six candidates can be presented in a session. The normal times of test sessions are:

 Morning Session 9.15 am - 12.00 noon

 Afternoon Session 1.15 pm - 4.00 pm.

 These times may be modified in consultation with the VA to suit local conditions or the VA’s travel arrangements. SQA do not need to be informed about any changes in session schedules.

5  **All candidate performances are recorded digitally by the VA on equipment supplied by SQA**. **Your centre does not need to provide equipment for this purpose.**

6 Please provide water for the visiting assessor.

7 It is important that candidates are available on the day of the test: they may not be absent without good reason.

 If any candidates are absent during the visiting assessor’s visit, it is the responsibility of the centre to submit a request for a return visit. This should be completed **immediately once the visiting assessor has finished** along with details of acceptable cause for absence and needs to be sanctioned by the head of centre/DHT.

 This information should be sent by email to visiting.examining@sqa.org.uk or by post to the visiting examining team at SQA Lowden (address provided later). Please do **not** submit Absentee Consideration Forms at this stage.

 SQA requires centres to hold appropriate documentation on the circumstance to authenticate/support the request for an absentee revisit. Centres are not required to specify the nature of the medical condition when submitting a request, but must hold documentation such as a letter or statement from the head of centre/DHT confirming that it affected the candidate. However, in circumstances where an absentee candidate is unlikely to be in a position to be assessed within the visiting period, SQA should be informed of this as soon as possible.

 **Visiting assessors do not make arrangements for return visits. SQA collates requests and allocates visiting assessors accordingly.**

8 The test takes the form of a discussion between the candidate and the VA, sampling across at least one context and related topics studied by the candidate as part of the Advanced Higher Course. This sampling also includes discussion of the work the candidate has undertaken in compiling the portfolio.

 Candidate performance is assessed in relation to marking information in the Advanced Higher Modern Languages Course Specification.

Before the visiting assessor’s arrival, centres are required to provide SQA with a completed Form STL/AH. Guidance on how to complete this form can be found under the ‘Coursework’ tab on the Advanced Higher Modern Languages webpage.

**It is important that candidates submit form STL/AH to** **visiting.examining@sqa.org.uk** **at least one week prior to the start of the visiting period, in order for visiting assessors to prepare for visits. Please note that SQA only accepts scanned PDFs or Word documents.**

**Alternatively, a hard copy can be posted to Visiting Examining, SQA, Lowden, 24 Wester Shawfair, DALKEITH, Midlothian, EH22 1FD. This must also be received no later than one week prior to the start of the visiting period..**

 It is important for candidates and centres to note that the performance–talking is not a presentation. It is an opportunity for candidates to give their opinions and views on aspects of the course.

9 VAs may provide teachers/lecturers responsible with a brief overview of performance, but will not disclose any marks awarded.

10 Centres should note that if any problems or disagreements arise during the visiting assessor's visit, the head of centre must be informed and a detailed report should be forwarded directly to SQA. The visiting assessor must not be contacted directly by centres, candidates or parents.