**Determining appropriate arrangement- Example 4 – Teacher Self Checklist**

**Background**

One school provides this reminder to all staff as a quick reference for them to consult before submitting any classwork evidence.

**Good practice**

* This is a useful reminder to staff of the process to follow, as it may be weeks or months after any CPD at the start of term that they are submitting evidence.
* It’s a reminder that Pupil Support require evidence of when an AA is *not* needed, as well as what to do when they do have classwork and/or comments evidence to submit.
* There is an explanation of *why* the information is needed which reminds teachers of the importance of submitting their forms in time.
* It shows that quality assurance is being embedded from the very first stage of the gathering evidence process, as teachers are being asked to take responsibility for the content of the work they submit.
* It makes reference to the fact that the process of gathering evidence is also potentially relevant for N2-N4 learners sitting internal assessments.

**How could you personalise this for your centre?**

* Some schools have an interim QA check where classwork evidence and teacher comments are first submitted to a subject PT or FH for review before it is passed on to Support for Learning. What stages of QA do you have that would need to be included in your checklist?
* The document refers to the fact that some teaching staff attend the verification meeting.
	+ If this is not something that you do in your centre, then you should amend that information when you adapt this form.
	+ For schools who are thinking of using this approach to verification meetings, please note that the extra members of staff attend *in addition* to the key members of staff who are required to attend: ie Support for Learning staff and the member of senior management who has ultimate sign off.
	+ Many schools are exploring this approach of inviting a small number of other staff to the verification meeting, as it provides CPD and helps make the decision-making process that occurs in Verification of AA meetings more transparent.
	+ This school reports that the presence and input of some teachers at the verification meetings adds to the robust nature of their verification of assessment arrangements process. They include a note of the staff attending the verification meeting in the agreement form they send home with the pupil.  They felt that including a note of this attendance raises learner/parent awareness of teacher involvement in the AA process and thus helps learners and their parents to see that AA decisions are considered with great care.

***Please note: the use of this resource is not a mandatory SQA requirement.*** *It is provided here for your information only, as an example of the way one school implements this step in their AA procedures. If you would like to use this resource, please feel free to adapt it in any way that suits your school.*

**Assessment Arrangements (AA) Self-Check List**

A list of pupils who may benefit from AA during internal assessments and SQA exams can be found in *< insert link to where the folder can be found in your centre*.> You may also identify pupils in your class who are not yet on the list. If so, please highlight this to PT Pupil Support.

Individual class teachers have a responsibility to provide evidence for their own subject to highlight the impact of AA for a pupil. Evidence should be provided with and without AA, where appropriate. For Extra Time, that could be demonstrated on one piece of work.

Please use the following **self-check list** when submitting class evidence for AA to Pupil Support.

* Have you included evidence of the AA having an impact?
* Have you included evidence of pupil work with no AA in place, where appropriate e.g. no R/S?
* Have you returned **all** forms to Pupil Support by the stated deadline?
* Where no support is required, the blank AA form should still be returned and clearly marked as ‘No support required’.
* Where there has been a change of level and therefore no SQA exam, please clearly mark as ‘no support required’ and then the level e.g. N4.
* Pupils may still require AA for N2-N4 coursework which needs to be evidenced so please return the AA form if support is still required for internal assessments.

Assessment Arrangements are not given to pupils across all subjects; they must be individually evidenced for each SQA exam.

Pupil Support staff and other colleagues across the school will verify AA forms and evidence as part of our SQA requirements. Please support your colleagues by ensuring all evidence is submitted to allow verification meetings to go ahead successfully.

If you have not been a part of the verification team in recent years, please consider volunteering for this.

PT Pupil Support or SQA Co-ordinator can be contacted for any further support or to answer any queries.