



Evidence for external verification of National 5, Higher, and Advanced Higher internally- assessed components of course assessments

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Overview

Purpose

The purpose of this document is to provide guidance to centres on the evidence that is required when they are selected for external verification of internally-assessed components of course assessment.

External verification

External verification of internally-assessed course components is based on the assessment judgements made for a sample of candidates. It can only take place if candidate evidence is accompanied by a centre's clear judgement of that evidence. This allows the verifier to reach an informed and professional decision on whether the centre is making reliable assessment judgements in line with national standards.

External verification is also concerned with the internal verification processes that the centre has applied. Guidance on internal verification is available on the [quality assurance area of SQA's website](#) (see [Internal verification: a guide for centres](#)).

What evidence is needed for external verification?

Assessed candidate evidence

Candidates' evidence submitted for external verification must have been assessed in centres prior to submission/the verification visit. (The exception to this is for National 5 Practical Cookery.)

For National 5 and Higher, candidates' evidence for the internally-assessed component of course assessment is described in the course specification and *Coursework Assessment Task* documents found on the subject pages of SQA's website. Candidate evidence must be marked in accordance with the detailed SQA Marking Instructions in the *Coursework Assessment Task* or *Course Specification*.

For Advanced Higher, candidates' evidence for the internally-assessed component of course assessment is described in the *General assessment information* document found on SQA's website and the *Coursework Assessment Task* found on SQA's secure website. Candidate evidence must be marked in accordance with the detailed SQA Marking Instructions in the *Coursework Assessment Task*.

Centres selected for external verification should provide:

Evidence for verification checklist			✓
For the centre	1	Evidence of the centre's internal verification processes and their application.	
	2	The Verification Sample Form completed with details provided for all candidates in the sample.	
For each candidate in the sample	3	The assessment used.	
	4	The assessed candidate evidence (see subject-specific guidance below).	
	5	The recording documentation provided in the Coursework Assessment Task document, or centre-devised equivalent, with detailed marking information for each candidate.	
Centres should select candidates for their sample according to the guidance in SQA's <i>Generating the Evidence</i> sample document.			

In accordance with SQA advice, the centre may have provided assessment arrangements for some candidates. If so, sufficient details of the assessment arrangement must be provided. This will allow the external verifier to make an informed decision in relation to a centre's assessment judgements of those candidates' evidence.

**National 5 Design and Manufacture assignment — Practical (visit)
and Advanced Higher Design and Manufacture assignment (visit)**

National 5 Design and Manufacture assignment — Practical	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for visiting verification
A copy of the completed Planning for Manufacture pro-forma, marked up by the candidate with changes as necessary.	Hard copy (paper-based) candidate evidence.
A manufactured proposal.	The manufactured proposal.
An evaluation of the proposal.	Hard copy (paper-based) candidate evidence.
Evidence of skills and processes demonstrated during manufacture/production that cannot readily be judged on the basis of the manufactured proposal.	Detailed assessor's observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence. These must clearly show the basis on which the assessment judgements have been made in accordance with SQA marking instructions, or any electronic form that can be readily accessed by the visiting verifier during the visit.

Advanced Higher Design and Manufacture project	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
Approved project proposal.	Hard copy (paper-based) candidate's evidence or any electronic form that can be readily accessed by the visiting verifier during the visit.
Project plan.	Hard copy (paper-based) candidate's evidence or any electronic form that can be readily accessed by the visiting verifier during the visit.
A design folio — not exceeding 20 A3-sized pages including photographic evidence of modelling.	Hard copy (paper-based) candidate's evidence including photographs of models used in the design process.
Evidence of candidate's reflection and decision-making.	Notes/annotations within the design folio. And/or: Notes/annotations in the separate 'record of progress' or equivalent which may be hard copy (paper-based) candidate's evidence or any electronic form that can be readily accessed by the visiting verifier during the visit.
Evidence of the candidate's degree of independence.	Assessor's notes on independent working which can be hard copy (paper-based) or any electronic form that can be readily accessed by the visiting verifier during the visit. And: A completed Candidate Assessment Record or equivalent, commenting on all aspects of evidence, clearly showing the basis on which the assessment judgements have been made in accordance with SQA marking instructions.

Advanced Higher Engineering Science project (event)

Advanced Higher Engineering Science project	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
The specification and detailed project plan.	Hard copy (paper-based) candidate's evidence.
The candidate's 'record of progress' through the project, including reflective commentary and all items of evidence specified within the task.	Hard copy (paper-based) candidate's evidence.
Evidence of the completed solution (models or photographs and/or hard copy from simulation software).	Hard copy (paper-based) candidate's evidence. Or: Paper-based photographs of candidate evidence, showing relevant details which clearly show the evidence on which assessment judgements were made.
Qualitative and quantitative evaluation of the solution and development process.	Hard copy (paper-based) candidate's evidence.
Electronic copy of presentation not exceeding 10 minutes in length.	Any appropriate electronic format. This could be supported by: Speaker notes which accompany delivery of the presentation. And/or: If the report/presentation is given orally, detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence clearly showing the basis on which the assessment judgements have been made in accordance with SQA marking instructions.
Evidence of the candidate's degree of independence and safe working practices.	Hard copy (paper-based) assessor observation notes on safe and independent working. A completed Candidate Assessment Record or equivalent, commenting on all aspects of evidence, showing clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.

National 5 and Higher English Performance: Spoken Language (event)

National 5 English Performance: Spoken Language	
For the purposes of verification, SQA will accept either or both of the below evidence types.	
The evidence	To be submitted for verification event
The completed assessment checklist which will include detailed assessor's comments.	<p>Examples of completed assessment checklists can be found on the Understanding Standards web pages.</p> <p>Assessor comments must address all aspects of the performance and include examples where appropriate, eg content and choice of language</p> <p>The assessment checklist template is provided in the <i>Coursework Assessment Task</i> document, however centres may devise their own version.</p>
Candidate evidence in the form of an audio-visual recording.	<p>For each candidate in the sample: an audio-visual recording (as appropriate) on CD/DVD or other portable physical form, using SQA-approved file formats. The recording must be playable on a variety of devices.</p> <p>Each candidate must be clearly identified on the recording.</p>

Higher English Performance: Spoken Language	
For the purposes of verification, SQA will accept either or both of the below evidence types.	
The evidence	To be submitted for verification event
The completed assessment checklist which will include detailed assessor's comments.	<p>Examples of completed assessment checklists can be found on the Understanding Standards web pages.</p> <p>Assessor comments must address all aspects of the performance and include examples where appropriate, eg content and choice of language</p> <p>The assessment checklist template is provided in the <i>Coursework Assessment Task</i> document however centres may devise their own version.</p>
Candidate evidence in the form of an audio-visual recording.	<p>For each candidate in the sample: an audio-visual recording (as appropriate) on CD/DVD or other portable physical form, using SQA-approved file formats. The recording must be playable on a variety of devices.</p> <p>Each candidate must be clearly identified on the recording.</p>

National 5 and Higher ESOL performance (event)

National 5 ESOL performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a paired conversation or discussion lasting 5–6 minutes (or proportionately longer for a group of no more than three).</p>	<p>For each candidate in the sample, an audio or audio-visual recording as appropriate on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate/or USB storage device containing clearly labelled sound files). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification.</p> <p>A mark for each candidate, for both Speaking and Listening elements, must be entered on the recording documentation contained in the <i>Coursework Assessment Task</i>. The total mark for each candidate's performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both an SCQF Level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the <i>Coursework Assessment Task</i>. It is not necessary to submit the unit Candidate Assessment Record.</p>

Higher ESOL performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a paired conversation or discussion lasting 8–10 minutes (or proportionately longer for a group discussion).</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate, or USB storage device containing clearly labelled sound files). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the Coursework Assessment Task document.</p> <p>A mark for each candidate, for both Speaking and Listening elements, must be entered on the recording documentation contained in the Coursework Assessment Task. The total mark for each candidate's performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task. It is not necessary to submit the unit Candidate Assessment Record.</p>

National 5 and Higher Fashion and Textile Technology practical activity (visit)

National 5 and Higher Fashion and Textile Technology practical activity	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
The candidate's completed plan and record of work.	Hard copy (paper-based) candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
Evidence of skills and processes used during making of the fashion/textile item that cannot readily be judged on the basis of other candidate evidence.	Audio-visual recording, in any form that can be readily accessed by the visiting verifier during the visit. And/or: Detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made.
The candidate's completed fashion/textile item.	The fashion/textile item.

National 5 and Higher Gàidhlig performance (event)

National 5 Gàidhlig performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a discussion with the assessor lasting approximately 6 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording (as appropriate) on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate/or USB storage device containing clearly labelled sound files/or one cassette per candidate is also acceptable). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the detailed marking instructions as laid out in the Coursework Assessment Task document. The total mark for each candidate's performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both an SCQF Level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the unit Candidate Assessment Record.</p>

Higher Gàidhlig performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a discussion with the assessor lasting no more than 10 minutes.</p>	<p>For each candidate in the sample, an audio or audio-visual recording as appropriate on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate/or USB storage device containing clearly labelled sound files/or one cassette per candidate is also acceptable). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the detailed marking instructions as laid out in the Coursework Assessment Task document. The total mark for each candidate's performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the unit Candidate Assessment Record.</p>

Advanced Higher Graphic Communication project (event)

Advanced Higher Graphic Communication project	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
Detailed project plan showing ongoing refinement.	Hard copy (paper-based) candidate's evidence.
Graphic communication folio — not exceeding 20 A3-sized pages or equivalent for graphics work.	Hard copy (paper-based) candidate's evidence.
'Record of progress' or reflective commentary.	Hard copy (paper-based) candidate's evidence.
Electronic copy of presentation not exceeding 10 minutes in length.	<p>Any appropriate electronic format.</p> <p>This could be supported by:</p> <p>Speaker notes which accompany delivery of the presentation.</p> <p>And/or:</p> <p>If report/presentation is given orally, detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that clearly shows the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p> <p>And/or:</p> <p>Audio-visual recording, in any appropriate format.</p>
Evidence of the candidate's degree of independence.	<p>Hard copy (paper-based) assessor's notes on independent working.</p> <p>A completed Candidate Assessment Record or equivalent, commenting on all aspects of evidence, showing clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p>

National 5 and Higher Modern Languages — including Cantonese; French; Gaelic (Learners); German; Italian; Mandarin (Simplified); Mandarin (Traditional); Spanish; Urdu — performance (event)

National 5 Modern Languages performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a presentation lasting approximately 1–2 minutes and covering at least one context. This is immediately followed by a conversation with the assessor, based on the candidate’s presentation, and covering a different context to that used in the presentation. The conversation should last approximately 5–6 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate/or USB storage device containing clearly labelled sound files/or one cassette per candidate is also acceptable). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification document. The total mark for each candidate’s performance should be entered on the Verification Sample Form. A breakdown of marks for each subsection of the performance and a total for the whole performance should be provided on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both SCQF Level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the unit Candidate Assessment Record.</p>

Higher Modern Languages performance	
The assessed candidate evidence	Form of assessed candidate evidence to be submitted for verification event
<p>The performance is a discussion with the assessor covering at least two different contexts. The discussion should last approximately 10 minutes.</p>	<p>For each candidate in the sample, an audio or audio-visual recording as appropriate on CD/DVD or other portable physical form, using SQA-approved file formats. (1 CD/DVD per candidate/or USB storage device containing clearly labelled sound files/or one cassette per candidate is also acceptable). The recording must be playable on a variety of devices and not solely on the device on which it was made.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification document. The total mark for each candidate's performance should be entered on the Verification Sample Form. The mark for the discussion (and total for the performance) should be provided on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the SCQF level 6 unit Candidate Assessment Record.</p>

National 5, Higher, and Advanced Higher Physical Education performance (visit)

Please note that for Higher, candidates' plans and evaluations must have been assessed by centres prior to the verification visit.

National 5 and Higher Physical Education performance	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
<p>Evidence of two single performances in different physical activities.</p> <p>The two activities selected must provide the candidate with the opportunity to display a significantly different range of movement and performance skills.</p>	<p>Detailed assessor observation notes checklists and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p> <p>Note that a sample of live performances will be observed and assessed by assessor and visiting verifier during the visit.</p>

Advanced Higher Physical Education performance	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
<p>Evidence of a high-level single performance for a chosen physical activity</p>	<p>Detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p> <p>Note that a sample of live performances will be observed and assessed by the assessor and the visiting verifier during the visit, but these will not be live assessments.</p>

National 5 Practical Cake Craft practical activity (visit)

National 5 Practical Cake Craft practical activity	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
A copy of the completed candidate pro-forma including the candidate's design illustration, list of resources, and plan of work for baking and finishing the cake.	Hard copy (paper-based) candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
The prepared and trimmed/filled cake base.	Paper-based photographs showing relevant details. And/or: Audio-visual recording of relevant production stages in any form that can be readily accessed by the visiting verifier during the visit.
The candidate's completed cake.	The completed cake.
Ephemeral evidence of skills demonstrated during production that cannot readily be judged on the basis of other candidate evidence.	Detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made. And/or: Audio-visual recording of relevant evidence, in any form, that can be readily accessed by the visiting verifier during the visit.

National 5 Practical Cookery practical activity (visit)

Normally, all candidates' evidence for external verification must have been assessed by centres prior to the verification visit. In the case of this subject, however, the completed dishes and ephemeral evidence of skills demonstrated during production will be assessed during the verification visit.

National 5 Practical Cookery practical activity	
The candidate evidence	Form of candidate evidence acceptable for visiting verification
A copy of the completed candidate planning booklet or equivalent that includes the candidate's completed time plan for carrying out the practical activity and the candidate's description of the service details for the three dishes.	Hard copy (paper-based) candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
The completed dishes.	The completed dishes.
Ephemeral evidence of skills demonstrated during production.	Ephemeral evidence of those skills.

National 5 Practical Electronics practical activity (visit)

National 5 Practical Electronics practical activity	
The assessed candidate evidence	Form of candidate evidence acceptable for visiting verification
The constructed circuit.	The constructed circuit.
The record of progress through the task including all items of evidence specified within the assessment task and including hard copy print-outs from simulation software.	Hard copy (paper-based) candidate's evidence.
A short report on the testing of the solution (in written, electronic, and/or oral form).	<p>Hard copy (paper-based) candidate's evidence.</p> <p>Or:</p> <p>Where the report is given orally: detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p>
Evidence of candidate's degree of independence and safe working.	<p>Assessor observation notes on safe and independent working.</p> <p>And:</p> <p>A completed Candidate Assessment Record or equivalent, commenting on all aspects of evidence, showing clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p>

National 5 Practical Metalworking practical activity (visit)

National 5 Practical Metalworking practical activity	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
The completed product (and any candidate-created jigs).	The completed product (and any candidate-created jigs).
The completed log book.	Hard copy (paper-based) candidate evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to independence of work.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to safe working.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.

National 5 Practical Woodworking practical activity (visit)

National 5 Practical Woodworking practical activity	
The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
The completed product (and any candidate-created jigs).	The completed product (and any candidate-created jigs).
The completed log book.	Hard copy (paper-based) candidate evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to independence of work.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to safe working.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.