## Record of Internal Verification Activities During Delivery

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| --- | --- |
| Subject |  |
| Course |  |
| Level |  |
| Unit(s) |  |

##### Checklist of issues for consideration during the year

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| --- | --- |
| Issue | Date discussed |
| Any changes to approach to assessment since pre-delivery understanding standards meeting | N/A |
| Standardisation activities undertaken and any issues arising from these | 15/11/14 |
| Feedback from internal verification sampling, eg parity of standards between assessors, borderline candidates | 15/11/14 |
| Updates, eg from SQA/new exemplification/Key Messages Round 1 and 2 | 17/10/14 To discuss KMs March/June 2015 |
| Evidence required for SQA verification (if selected) | 10/01/15 |
| Feedback on SQA verification (if selected) — required actions and/or any recommendations | To discuss March 2015 |
| Review of resources and equipment for assessment | 03/11/14 |
| Candidates requiring assessment arrangements | 10/10/14 |
| Planning for prelims | 15/11/14 |
| Planning for Course assessments | To be discussed March 2015 |
| Agreement of final Unit results (and IACCA results if applicable) | To be discussed 10/06/15 |

##### Actions

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| --- | --- | --- | --- |
| Action | By whom | By when | Completed |
| Resources: 2 flipcams not working - IV to notify PT. | DH | 05/09/14 | Fault reported by PT — awaiting update |
| Agree any assessment arrangements required for internal assessments. | Staff with recommended assessment arrangements plus IV. | 10/10/14 | Confirmed recommendation for ICT and scribe for pupil with physical difficulties in writing. No extra time required as no set time limit on assessment. |
| Discuss newly available Understanding Standards packs. | All staff | 17/10/14 | Completed.  Distributed 2 new Understanding Standards packs for Unit X, reviewed candidate evidence, team made assessment judgements and then commentaries were discussed. In depth discussion of the video evidence for Outcomes 3 and 4 but agreement reached in line with commentaries. |
| Ensure that candidates are fully aware of the requirement to meet AS 3.2. This should be done at the beginning of delivery of the Unit. A number of candidates had to be re-assessed for this AS and this can hopefully be avoided in future. | All staff | Aug 2015 | Carry forward to next session. |
| Standardisation exercise: Borderline candidates to be discussed and agreement reached on candidates that meet AS 2.1 and 2.2. | All staff | 15/11/14 | Completed:  Three unmarked candidate scripts were distributed for Unit X, AS 1.1 and 1.2 and assessors/IVs marked independently then discussed and agreed assessment judgements for the 3 candidates. |

##### Post-delivery review

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| --- | --- | --- | --- |
| Date | Issue | Decision | Comment |
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*Copied to all assessors and internal verifiers*