

This form should be used by Centres who would like their own National Qualification assessments prior verified before use. This can either be a newly devised assessment or an already approved SQA assessment, which you have **significantly** changed to suit your particular local needs.

- Before submitting an NQ prior verification request please read 'Prior Verification Service for National Qualifications – [A Guide for Centres](#)
- The NQ Prior Verification Request Form should be electronically submitted to [nqpv@sqa.org.uk](mailto:nqpv@sqa.org.uk) by SQA Co-ordinators together with the proposed assessment approach.
- SQA will accept NQ Prior Verification requests submitted by Local Education Authorities on behalf of Centres.
- A separate Prior Verification Request Form should be submitted for **each assessment** to be prior verified. However, if submitting a combined approach all assessments and units should be listed on one form.
- You **must** confirm which Unit Specification you used to create the assessment. SQA's current Unit Specification documents can be found on [SQA Website](#).
- You must ensure all sections of Part 1 are fully completed. An incomplete form will delay the prior verification process.

SQA USE ONLY

## Part 1 Completed by Centre

Centre Name	
Centre Number	
SQA Co-ordinator	
Contact Tel. Number	
Email Address	
Submission Date	

### Product Details

Please specify all aspects of the Unit included in the assessment(s) which you have developed. If submitting combined assessments, please detail all Units, Outcomes and Assessment Standards covered in the assessments.

Verification Group Name	
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Unit Code	Level	Unit Title	Outcomes	Assessment Standards	Combined Assessment

Estimated start date for assessment of unit(s)	
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## Resubmission

Have you previously submitted an earlier version of this Assessment to SQA for Prior Verification?

No

Yes

If yes, please provide the following information:

Date of Original Request

Reference ID (e.g. 19-001)

## Proposed Assessment

Newly Devised Assessment

Significantly Changed Assessment

Please identify the documents your centre referred to when creating / adapting the assessment.

**Version of Unit Specification**

e.g. April 2018 V1.1

**SQA Assessment Documents**

e.g. Unit Assessment Support (UAS) – Biology : Life on Earth Package 1 August 2015

## Checklist

Please attach the following documents:

Assessment(s)

Information on judging evidence or sample solutions or marker schemes

Internal Verification information (e.g. evidence of review of the assessment and evidence of sign-off by the Internal Verifier of the version of the assessment submitted)

# NQ Prior Verification Request Form



## Sharing of Assessments Materials

SQA wishes to share prior verified assessments with SQA approved centres whenever possible. Please confirm below whether or not you wish SQA to share these prior verified assessment materials if they are identified as appropriate for a wider audience.

I agree

I do not agree

Before publishing prior verified assessments on SQA's secure website, all information that could identify you or your centre will be removed **unless** you wish to be identified as the originator of the materials. Please indicate below if you want to be identified as the originator of the materials.

I confirm that I **do** want to be identified as the originator of these materials

Please email your request and materials for Prior Verification to [nqpv@sqa.org.uk](mailto:nqpv@sqa.org.uk)

**Part 2  
Completed by Appointee**

Decision Date	
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**Outcome**

Accepted

Not Accepted

**Feedback**

**Comments**

**Recommendations**

**Required Actions**

**Internal Verification Information** (Please provide Comment)

**Recommendation for Publication on SQA secure site**

- These materials are suitable for publication on SQA's secure website without any amendments.

These materials cannot be published because:

- The centre does not want to share
- Of the Required Actions/ Recommendation(s) made in Part 2 Section 2 of this report
- The marking guidance is not in line with the Assessment Standards
- They contain only minor adaptations of an Assessment Support pack that is already published on SQA's secure site
- The context used will not be accessible / applicable to a wider audience
- The assessment has been commercially produced

Please email your completed report to [nqpv@sqa.org.uk](mailto:nqpv@sqa.org.uk)