

Exemplar 1



SQA's Audit of Evidence to Support Requests for Assessment Arrangements

Centre Name		Centre Number	
Centre Contact			
Telephone		Email	
Date of Visit			
Assessment Arrangements Auditor			
Telephone		Mobile	
E-mail			

SQA's Evidence Requirements for Assessment Arrangements: Summary of Findings

Criterion	E1	E2	E3	E4	E5	E6	E7
Sampled	✓	✓	✓	✓	✓	✓	✓
Good Practice			✓				
Recommendations					✓		
Required Actions	✓						✓

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EVIDENCE AVAILABLE IN CENTRE TO SUPPORT A REQUEST FOR AN ASSESSMENT ARRANGEMENT
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<i>The Auditor will have sampled evidence to ensure that your centre's systems and procedures continue to comply with SQA requirements.</i>

Staff Present	Quality Assurance Manager/SQA Coordinator Student Services Manager Learning Support Staff Adviser
Number of Candidates in sample	10

Evidence Requirements	Overall Comments
E1 Documentary evidence of the internal assessment arrangements verification meeting(s)	<p>No official verification meeting(s) took place. The Student Services Manager indicated that meetings took place with the Quality Team to confirm arrangements before they were sent to SQA however these meetings were not documented and no evidence from subject lecturers was available for review at these meetings.</p> <p>Following discussion, and after reassurance over the flexibility over the process, it was agreed that verification meeting(s) to meet SQA requirements would be introduced. The minutes of the verification meeting(s) held must be signed and dated with the agreement of all those in attendance.</p> <p><i>(See required actions)</i></p>
E2 Documentary evidence of confirmation from the candidate that they have agreed to (i) the provision of assessment, (ii) the centre submitting the request on their behalf and (iii) the centre sharing their personal data required for the request with SQA	<p>A signed agreement was in place. This includes information on reason for support, subject, level and arrangement is signed by student and Student Support staff member.</p> <p>The centre has developed an Assessment Arrangements Guide for candidates and Notes for Parents that are freely available.</p>

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<p>E3 Documentary evidence of the candidate's disability /difficulty and how this generally affects the learning and teaching situation</p>	<p>Any evidence that is available from a candidate's school is reviewed and any evidence that is still current is put in the candidate's support plan.</p> <p>Evidence of disability/additional support needs and how this generally affects the learning and teaching situation included: a detailed Additional Support Plan, Case Conference records, and check-in meeting.</p> <p>These support plans are developed from the first interviews that all candidates receive at the start of the college year.</p> <p>Candidates can also self-refer.</p>
<p>E4 Documentary evidence of your candidate's current need for support in the classroom, how it is met and how it relates to the assessment arrangements requested or provided</p>	<p>Records are maintained by learning support staff, these records consisted of:</p> <ul style="list-style-type: none"> • Details of meetings with each student and of the support which they need for assessment (lecturers/ tutors notify learning support staff of assessment dates in order that the required support can be provided to the student). • Any supporting resources e.g. specialist software, laptops etc • Any support measures which have been put in place • The recommended assessment arrangements • Supporting evidence

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<p>E5 Documentary evidence that varying needs across subjects have been taken into account</p>	<p>Nine of the ten candidates sampled had subject-related evidence that supplemented and justified the assessment arrangements which had been identified in their learning support plan.</p> <p>We discussed the difficulties encountered by the centre in relation to obtaining staff signatures (lecturers/ tutors are required to sign a form to acknowledge that they have received assessment support information for their students). The centre should review:</p> <ul style="list-style-type: none"> • its current requirement to obtain staff signatures • whether electronic signatures or email trails could be used to provide the necessary evidence of staff having received the information. <p>We also discussed the need for the college to ensure that appropriate processes are documented and implemented regarding the collation and verification of subject-specific evidence where a partnership arrangement exists between the college and a school or schools.</p>
<p>E6 Documentary evidence for particular assessment adjustments</p>	<p>Evidence for particular adjustments is held in each student's file. This may take various forms, including: letters from medical practitioners; correspondence from Educational Psychologists; learning support plans; copies of emails from staff; and information supplied from schools during the school/college transition process.</p>
<p>E7 Documentary evidence of a whole centre system for the management of SQA assessment arrangements, which is supported by senior management.</p>	<p>The centre has a draft documented process which is awaiting sign off and there is also a flowchart which shows the process.</p> <p>The centre is still working from local pre-merger arrangements and forms. (See required actions)</p>

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Good Practice				
The following areas of good practice were noted during the visit:				
E3: There is a range of opportunities for students to disclose a disability or additional support need. Students may do so at the application, interview, enrolment or induction stage. Any student who discloses at application or enrolment is automatically referred to learning support staff. In addition, lecturers/tutors can refer students to learning support if disclosure happens later. Students can also self-refer.				
Recommendations (REC)				
The following recommendations were made to enhance the current provision:				
E5: The college should review their processes for obtaining staff signatures. Also the college should ensure that the appropriate processes are documented and implemented regarding the collation and verification of subject-specific evidence for partnership arrangements with schools.				
Required Actions (RA)				
The following required actions were identified, discussed and agreed:				
				Date Agreed
E1 A verification meeting(s) must be held to ensure that sufficient and appropriate evidence has been gathered and recorded within each department. The outcomes of the verification meeting(s) must be clearly recorded and a copy sent to me by the agreed date.				16 December 2016
E7 The new forms, documented processes and flowchart must be signed off and be in place for diet 2017. A copy of the final documents must be sent to me by the agreed date.				16 December 2016
Feedback Report to		Quality Assurance Manager/SQA Coordinator		
Can current requests be processed?			Yes	No
			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Signature				Date