**SVQ Business and Administration Network Event**

**May 2018**

**Workshop: Preparing for an External Verification Visit**

**1. In general terms, what activities/functions would you expect to have to provide evidence against in the event of a Qualification Verification visit?**

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**2. Under each area, record examples of evidence you would provide to comply with each Criterion.**

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| **Number**  | **Criteria**  | **Impact rating**  |
| 2.1  | **Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**  | High  |
| SuggestedEvidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 2.4  | **There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**  | High  |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 3.2  | **Candidates’ development needs and prior achievements (where appropriate) must be matched against the requirements of the award.** | Medium  |
| SuggestedEvidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 3.3  | **Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly** | Medium |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.2  | **Internal assessment and verification procedures must be implemented to ensure standardisation of assessment** | Medium |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.3 | **Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair** | High |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.4 | **Assessment evidence must be the candidate’s own work, generated under SQA’s required conditions** | High |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.6 | **Evidence of candidate’s work must be accurately and consistently judged by assessors against SQA’s requirements** | High |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.7 | **Candidate evidence must be retained in line with SQA requirements** | High |
| Suggested Evidence |  |  |

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| **Number**  | **Criteria**  | **Impact rating**  |
| 4.9 | **Feedback from qualifications verifiers must be disseminated to staff and used to inform assessment practice** | Medium |
| Suggested Evidence |  |  |