



Higher National Units: Scotland and International

Qualification Verification Summary Report 2018–19

Legal Services

Verification group: 260

Introduction

The units verified in 2018–19 were:

F84P 34	Business Law: An Introduction
F84P 34	Business Contractual Relationships
F19X 34	Consumer Law
F1A3 34	Legal Secretarial Practice
F19P 34	Scots Private Law
FN5N 34	Property Law
F6JF 34	Law and the Media
F1A6 34	Scottish Criminal Procedure
F1H8 34	Legal Services: Graded Unit 1
DE5H 34	Company Law: An Introduction
FW2T 35	Sherriff Court Procedure for Divorce and Dissolution of Civil Partnerships
F19W 35	Environmental Land Law

Six visits were carried out this academic session, one of which was an international centre. Two Scottish centres were subject to central verification activity for Graded Unit 1.

Ten remote verification activities were carried out for the international market.

The outcome of external/remote verification activity was successful for the centres involved.

Category 2: Resources

Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification

Staff in all centres involved in the delivery, assessment and internal verification of the units that were externally verified were academically qualified. Current and relevant continuing professional development (CDP) records were also provided for all assessment team members in all centres.

Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.

All visiting activity undertaken for Scottish and international centres confirmed that all the centres had carried out reviews on the assessment environment, equipment, and reference and learning materials. One centre provided evidence of having consulted the personal learning plans for candidates to see what requirements for candidates there were, if any, in advance of the assessment event, eg whether candidates required a laptop. This was subsequently noted on the class register to ensure that everything was organised for the day of the assessment itself.

This could not be confirmed for those centres where remote verification or central verification activity was undertaken.

Category 3: Candidate support

Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.

For all centres where visiting activity had been undertaken, (both Scottish and international), it was ascertained that clear policies and procedures were in place that allowed candidates' development needs and prior achievements to be matched against the requirements of the units they had completed.

This criterion is not covered in remote or central verification activity.

Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.

From the evidence reviewed by external verifiers visiting the centres, both Scottish and international, it is clear that all centres have procedures in place that allow candidates to have regular contact with their assessors and tutors.

This criterion is not covered in remote or central verification activity.

Category 4: Internal assessment and verification

Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.

From the evidence reviewed on all domestic and international visits conducted this academic session, it was clear that all centres had appropriate assessment and internal verification procedures in place to ensure standardisation of assessment decisions for all candidates.

For the remote activity carried out on the international centres, and for the central verification activity, documentary evidence was submitted indicating that internal assessment and standardisation procedures were in place and had been implemented to ensure standardisation of assessment decisions.

Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.

All Scottish centres had used instruments of assessment from the SQA secure website, or centre-devised assessments that may or may not have been prior verified by SQA. However, all instruments of assessment and their method of selection met this criterion.

International centres had either used instruments of assessment obtained from the China secure website or instruments that had been prior verified by SQA, therefore meeting the criterion.

Graded unit instruments of assessment had been obtained from the SQA secure website and also met the criterion.

Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.

All candidate evidence reviewed for all centres, domestic and international, had been generated according to the SQA requirements set out in the relevant unit specification.

No evidence of plagiarism was identified whilst undertaking visiting, remote or central verification activity.

Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.

All evidence reviewed for all centres, international and Scottish, had been consistently and accurately judged by all assessors and internal verifiers according to the relevant unit specifications.

Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.

All candidate evidence for all centres subject to visiting external/central and remote verification activity had been retained in line with SQA requirements.

Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

It was confirmed that all Scottish centres that were externally verified and had received feedback, had subsequently disseminated the feedback to the relevant staff at standardisation meetings. This was in accordance with their centre policies.

This criterion cannot be quality assured by remote or central verification.

Areas of good practice report by qualification verifiers

One centre carried out integrated assessment where this was possible. An example of this was assessing learning outcome 3 of the HN unit F19X 34: Consumer Law with learning outcome 1 of the HN unit F1A3 34: Legal Secretarial Practice.

Specific areas for development

None were identified.