

# Pre-Verification Services: Information for centres



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## Introduction

For session 2020–21, SQA is offering a suite of Pre-Verification Services to support centres with delivery and assessment of our qualifications. We have developed these services to help you face the changing landscape in education caused by the impact of COVID-19 during session 2019–20.

Pre-Verification Services is made up of the following activities:

- **Adaptations to conditions of assessment.** Undertaken by External Verifiers, to consider a centre-devised adaptation for approval, in line with qualification requirements and relevant subject-specific guidance.
- **Combined assessment support.** External verifiers can support centres through the developmental stages of a combined assessment.
- **Prior verification services.** As in previous years, this is a review by external verifiers of centre-devised instruments of assessment for a single unit or a combined assessment submission.

These are explained in more detail below.

We are encouraging centres, and course teams in particular, to continue to consider and plan more innovative approaches to assessment, and to seek opportunities to combine assessment where there is commonality or duplication across units of study.

We will also offer (wherever possible) flexibility around conditions of assessment, making delivery more accessible for staff and students. These approaches to assessment are discussed in detail in the guidance document Supporting the Delivery, Assessment and Verification of SQA Units, session 2020–21. There are details of where to find subject-specific information on the product type you are delivering [on our Accreditation and Ofqual pages](#).

When considering all submissions to Pre-Verification Services, SQA and its representatives will ensure that the integrity of its own and any SQA Accreditation/Ofqual qualifications and any subject specific guidance will be maintained at all times.

Where an instrument of assessment has been approved for open book conditions, it remains incumbent on the centre to have measures in place to ensure the robustness of the assessment process and the authentication of candidate evidence.



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# Choosing the right Pre-Verification Service for your centre

Start by asking yourself...

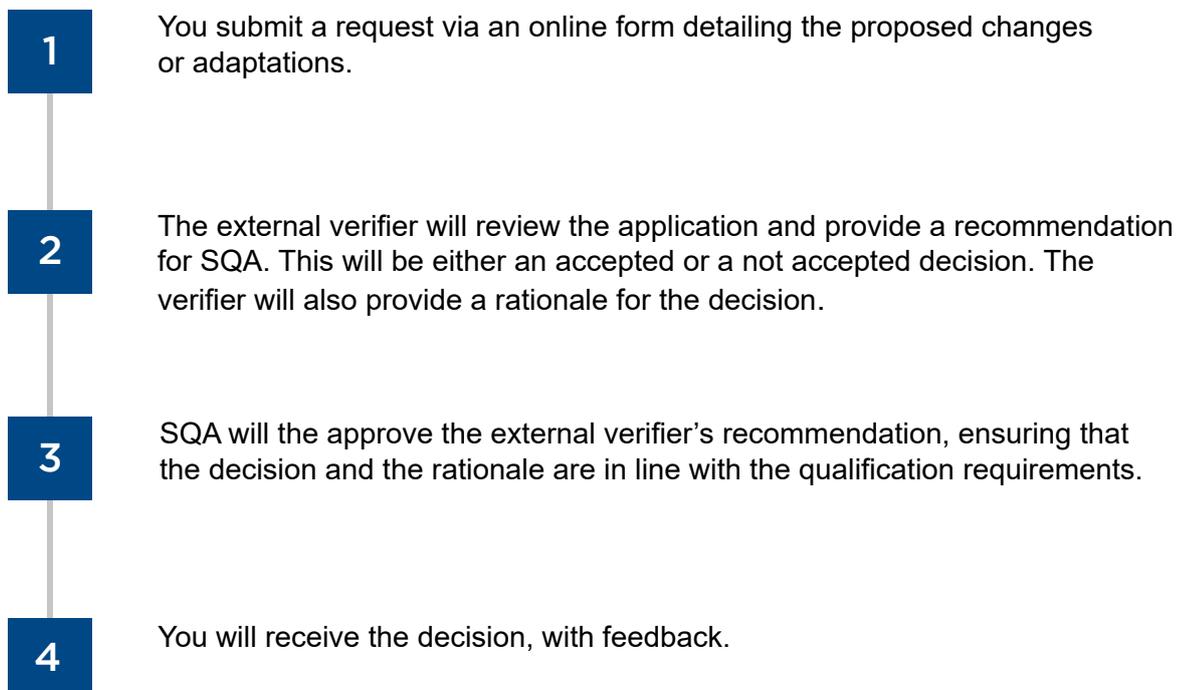
- Do I want reassurance from SQA that any adaptations to conditions of assessment that I propose are fit for purpose before I deliver to candidates? Go to [Adaptations to conditions of assessment](#).
- Is it a unit-only centre-devised instrument of assessment that I want signed off by SQA? Go to [Go to Prior verification](#).
- Do I require support from external verifiers in the development stages of a combined assessments? Go to 'Combined assessment support'.
- Am I confident my combined instrument of assessment meets the requirements of the qualification and I want to submit it for prior verification without additional support from SQA? Go to [Go to Prior verification](#).

## Adaptations to conditions of assessment

This new service allows centres to submit a request to have any proposed changes or adaptations reviewed and signed off by SQA.

You must adhere to the qualification requirements and regulatory guidance (where this applies), and should also consider any additional subject-specific guidance. Supporting documents detailing your adaptations must be submitted with the '[Adaptations to Conditions of Assessment](#)' form. Your submission will then be reviewed by our subject specific External Verifiers.

### Process



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## Roles and responsibilities

### Your role

- Complete the [Adaptations to Conditions of Assessment form](#).
- Take into account the requirements of the qualification, the impact on candidates, and any government guidelines that are in force.
- Reference any published subject-specific and regulatory guidance.
- Submit the form and the supporting documents.

### EV's role

- Review the proposed adaptation to judge whether it meets the requirements of the qualification.
- Check the adaptation against any published subject-specific and regulatory guidance.
- Provide a feedback report to you based on 'Accepted' or 'Not Accepted' decision.

### SQA's role

- Approve the EV's recommendation.
- Publish approved adaptations on subject-specific pages of [www.sqa.org.uk](http://www.sqa.org.uk)

## What happens next?

You should receive your response within 10 working days of the activity being completed by SQA external verifiers.

We will publish any approved adaptations on the subject-specific page on our website so that other centres can view them and consider implementing.

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## Combined assessment support

External verifiers can take part in online meetings to provide advice, support and guidance either with your initial approach to developing combined assessments, or as you develop an instrument of assessment once your approach is established.

The development support provided can cover such issues as 'would this approach be valid, fair and practicable'. Document support would help you as you develop an instrument to apply your approach with candidates.

The EV (or EVs) will not contribute to the writing of the instrument itself but will be there in an advisory capacity to help you understand what is required when combining assessments. We hope that this will help you develop robust instruments of assessment, using methodologies that can be transferred across frameworks.

### Process

1. Submit a request for development support using the [Combined Assessment Request Form](#)
2. Take part in a support meeting with one or more external verifiers

### Roles and responsibilities

#### Your role

- Complete the request form.
- Submit any required supporting documents.

#### EV's role

- Provide guidance, direction and feedback to help centre develop a combined instrument of assessment.

#### SQA's role

- Liaise with you and the EV to organise attendance at the support meeting.
- Approve the EV's recommendation.
- Publish the instrument of assessment on our secure site (with your agreement).

## What happens next?

You should receive your report within 10 working days of the activity being completed by the external verifier. The report will reflect the feedback you were given on the day, if a virtual meeting took place.

With your agreement, SQA will use the outputs of virtual feedback sessions to provide support and guidance to other centres who are looking to combine assessments. We will publish the approved instrument of assessment SQA Secure Site.

## Prior verification

This service has been offered in previous years and will remain unchanged for single unit submissions.

The addition this year is the inclusion of prior verification of combined assessment with an optional virtual feedback meeting which will involve the external verifiers who completed the review of the combined assessment documentation.

You can find details on our [prior verification web page](#). We recommend that you use this service when producing an instrument of assessment.

### Process

1. Submit your request for prior verification of your instrument of assessment using the online form. (Please note that requests for adaptations should be submitted using the adaptation to conditions of assessment process prior to submitting for Prior Verification).
2. External verifiers will review the request and provide a feedback report to you.
3. For combined assessment submissions only, you should confirm to SQA if virtual feedback meeting is required in the instance of a not accepted decision.
4. SQA will review the report and sign it off.
5. You will receive the 'Accepted' or 'Not Accepted' decision. For combined assessment submission where the outcome is 'Not Accepted', a virtual feedback meeting will go ahead if requested by you.

### Roles and responsibilities

#### Your role

- Complete the request form, ensuring the submission meets the requirements of the qualification, and referring to any published subject-specific and accreditation guidance.
- Submit any required supporting documents.

#### EV's role

- Review the submission to see whether it meets the requirements of the qualification.
- Refer to subject-specific and accreditation guidance.
- Provide feedback to you.

#### SQA's role

- Approve the EV's recommendation.
- For combined assessment submissions only, liaise with you and the EV to organise a feedback meeting if required
- Publish the instrument of assessment on SQA's secure site (with your agreement).

## What happens next?

You should receive your report within 10 working days of the activity being completed by SQA external verifiers.

With your agreement, we will publish the approved instrument of assessment SQA Secure Site.

