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**National Qualifications 2019**

**Advanced Higher Modern Languages – Performance talking**

**Cantonese, French, Gaelic (learners), German, Italian, Mandarin (Simplified & Traditional) and Spanish**

**Visiting Period: 11 February to 22 March 2019**

**Information for centres**

1. If the date and/or time proposed by the visiting assessor (VA) proves to be unsuitable or if the majority of candidates will not be available, the visiting examining team at SQA **must** be informed immediately by calling 0345 213 6687 or emailing visiting.examining@sqa.org.uk This is necessary to minimise personal inconvenience and disruption of the VA's programme of visits. SQA should be notified of any significant change in the numbers of candidates.

**Please make sure that you discuss any assessment arrangements that are in place for any of your candidates at the time the VA contacts you to arrange visit dates.**

2 Please provide suitably quiet surroundings for conducting the examination since any distracting noise may adversely affect candidates' performance.

 Candidates **must not** bring mobile phones or other types of mobile technology with them to the assessment.

 The teacher/lecturer **must not** be present during the test.

3 Candidates will be tested individually and SQA co-ordinators must ensure that candidates are available in good time for the start of their scheduled appointment. Candidates will normally be tested in alphabetical order of surnames. However, if some candidates can be more conveniently tested out of this order, you may arrange a revised timetable.

4 The examination of each candidate will take 20 minutes: candidates must be available at approximately 25 minute intervals. Approximately 6 candidates can be presented in a session. The normal times of test sessions are:

 Morning Session 9.15 am - 12.00 noon

 Afternoon Session 1.15 pm - 4.00 pm.

 These times may be modified in consultation with the VA to suit local conditions or the VA’s travel arrangements. SQA do not need to be informed about any changes in session schedules.

5 **Please note that there is a new process for the audio recording of candidate performances in 2019. All candidate performances will be recorded digitally by the visiting assessor on equipment supplied by the SQA**. **On completion of candidates’ performances, the VA will also upload performances to SQA’s network and it is very important that the VA is supplied with login details for the centre’s network. These details should be supplied to the VA when making arrangements for the visit**. During the visit, please ensure that the accommodation used for the conduct of the tests provides a suitable environment for audio recording.

 As a contingency arrangement in 2019, centres should have available the centre-provided audio recording equipment used to conduct and record performances in previous sessions.

6 It would be appreciated if water could be provided for the visiting assessor.

7 It is important that candidates are available on the day of the test: they may not be absent without good reason.

 If any candidates are absent during the visiting assessor’s visit, it is the responsibility of the centre to submit a request for a return visit. This should be completed **immediately once the visiting assessor’s has finished** along with details of acceptable cause for absence and needs to be sanctioned by the head of centre/DHT.

 This information should be sent by email to visiting.examining@sqa.org.uk or by post to the visiting examining team at SQA Lowden (address provided later). Please do **not** submit Absentee Consideration Forms at this stage.

 SQA require centres to hold appropriate documentation on the circumstance to authenticate/support the request for an absentee revisit. Centres will not be required to specify the nature of the medical condition when submitting a request, but must hold documentation such as a letter or statement from the head of centre/DHT confirming that it affected the candidate. However, in circumstances where an absentee candidate is unlikely to be in a position to be assessed within the visiting period, SQA should be informed of this as soon as possible.

 **Visiting assessors will not make arrangements for return visits. SQA will collate requests and allocate Visiting Assessors accordingly.**

8 The test will take the form of a discussion between the candidate and the visiting assessor, sampling across at least one context and related topics studied by the candidate as part of the Advanced Higher Course. This sampling will also include discussion of the work the candidate has undertaken in compiling their Portfolio, including the Specialist Study unit.

 Candidate performance will be judged in relation to marking information in the document “Modern Languages, Performance – talking, General assessment information”.

Before the visiting assessor’s arrival, centres are required to provide SQA with a note of the following information on Form STL/AH:

* Understanding Language and Using Language units

 context(s)/topics studied

 e.g. - The environment: renewable energies, nuclear power, transport

 - Gender equality issues: at work, in family life, in society more widely

* The Specialist Study unit and Portfolio

 option studied: literary / media / language in work based study (circle as

 appropriate)

 Sources used to complete Specialist Study unit and Portfolio:

 e.g. - novel “X” by “Y”, film “X” by “Y”, interview with vice-consul of Spain in

 Scotland, workplace survey.

It is important to note that each candidate should complete Form STL/AH. The purpose of this form is to provide visiting assessors with advance information on likely areas of discussion with candidates in each centre. Areas identified by the candidate will serve as a starting point for discussion and allow the candidate and the visiting assessor to have a framework for the test. Centres **must not** use this form to script questions for the candidate to answer.

**It is important that candidates submit form STL/AH at least one week prior to the start of the visiting period, in order for visiting assessors to familiarise themselves and prepare for visits. It must therefore be submitted no later than 4 February 2019 to** **visiting.examining@sqa.org.uk****. Please note that we only accept scanned PDFs or Word documents.**

**Alternatively, a hard copy can be posted to Visiting Examining, SQA, Lowden, 24 Wester Shawfair, DALKEITH, Midlothian, EH22 1FD however these must also be received by 4 February 2019.**

 It is important for candidates and centres to note that the performance – talking is not a presentation. It is an opportunity for candidates to give their opinions and views on aspects of the course.

9 VAs may provide teachers/lecturers responsible with a brief overview of performance, but will not disclose any marks awarded.

10 Centres should note that if any problems or disagreements arise during the visiting assessor's visit, the head of centre must be informed and a detailed report should be forwarded directly to SQA. The visiting assessor should not be contacted directly by centres, candidates or parents.