Assessment (Question Paper, Recording and Marking Instruction) Production Process Overview

Stage 1	Stage 2a	Stage 3	Stage 4	Stage 5	Stage 6a	Stage 7a	Stage 8	Stage 9
Item Banking	Assessment Creation and Review	→ House Styling	Question Paper Validation	Final Read	Question Paper Bulk Printing	Question Paper Final Print Check	Collation and Distribution to Centres	Exam Diet → Copyright Clearance and Web Publication
to August	to October	to November	September to January	October to January	November to February	November to February	March to April	May to June July to August
Items written (including graphics), checked and banked.	Draft assessment (question paper and marking instruction) created from banked items. Assessment reviewed and approved.	Assessment styled in SQA house style.	Question paper and recording validated, validation comments reviewed and amends made.	Final read/listen and final amends to assessment.	Question paper bulk printed.	Question paper and recording checked for any errors (reprints or correction notices if necessary).	Question papers and CDs collated and distributed to centres.	Candidates sit exams. Any copyright material cleared. Assessment signed off and published on web.
 Item Writers Item Checkers Principal Assessor Qualifications Manager/Officer NQ Assessment 	 Assessment Reviewers Principal Assessor Qualifications Manager/ Officer NQ Assessment 	NQ Assessment	 Assessment Validator(s) Principal Assessor Qualifications Manager/Officer NQ Assessment 	 Qualifications Manager/ Officer Principal Assessor NQ Assessment 	 NQ Assessment SQA Print External Print Companies 	 Principal Assessor Qualifications Manager/Officer NQ Assessment 	 External Collation Company External Courier Company 	 Candidates Centres Invigilators Qualifications Manager/Officer NQ Assessment
ContentProducer	Hard Copy/ SharePoint/ItemBank	Desktop Publishing Software (QP)	Hard Copy/SharePoint	Hard Copy/ SharePoint		Hard Copy		
•	Stage 2b	•			Stage 6b	Stage 7b		•
•	Recording	1			CD Bulk Duplication	Marking Procedures Preparation	→	Marking Procedures
	to October				November to February	December to April		May to July
	Listening materials recorded from banked items/reviewed assessment.				CD bulk duplicated.	Question paper templates set up for e-marking and marking instructions prepared for procedures.		Marking and awarding procedures take place.
	 Language Speakers Music Item Writers Principal Assessor Qualifications Manager/ Officer External Recording Studio NQ Assessment 				 NQ Assessment External Duplication Company 	NQ Assessment		 Principal Assessor Examining Team Markers Qualifications Manager/ Officer

assessment-production-process-overview

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