



Verification Submission Guidance

Internally-Assessed Components of Course Assessment

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Overview

Purpose

The purpose of this document is to provide guidance to centres on the evidence that is required when they are selected for external verification of internally-assessed components of course assessment.

External verification

External verification of internally-assessed course components is based on the assessment approaches used and the assessment judgements made for a sample of candidates. It can only take place if candidate evidence is accompanied by a centre's clear judgement of that evidence. This allows the verifier to reach an informed and professional decision on whether the centre is using valid assessment approaches and making reliable assessment judgements in line with national standards.

External verification is also concerned with the internal verification processes that the centre has applied. Guidance on internal verification is available on the [quality assurance area of SQA's website](#) (see [Internal verification: A guide for centres](#)).

What evidence is needed for external verification?

Verification sample and evidence checklist

Sample size and make-up

If you are presenting at two levels (for example, National 5 and Higher), you will need to provide a sample of evidence for 12 candidates, split evenly between the two levels. If there are fewer than six candidates at either level, all available evidence for candidates at that level must be provided. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.

If you are presenting candidates at only one level (eg National 5) you must provide a sample of evidence for 12 candidates. If there are fewer than 12 candidates, please provide evidence for all candidates.

The sample of candidates should cover a range of candidate performance from across the mark range.
*See below for Physical Education.

Please tick 1–7 to confirm the evidence required for verification is available.

For the centre	Tick
1 The sample of candidate evidence, constructed in line with the guidance above.	
2 Verification Sample Form completed with details provided for all candidates in the sample.	
3 Evidence of the centre's internal quality assurance processes and their application.	
4 A completed Candidate Evidence Flyleaf (not required for visiting verification).	

For each candidate in the sample	Tick
5 The course assessment task or other stimulus used, including the marking information.	
6 The assessed candidate evidence (see subject-specific guidance in appendix A).	
7 The recording documentation provided in the assessment task document, with detailed marking for each candidate.	

National Qualifications Quality Assurance — electronic evidence formats

To submit evidence for verification events, we recommend that you upload evidence directly via SQA's digital portal. Please refer to the Verification Digital Evidence Submission User Guide on SQA Connect for full instructions on how to do this. Digital evidence should be provided in any of the file formats listed below. If you need to submit verification materials in a file format not listed below, please contact NQ Verification (nqverification@sqa.org.uk or 0345 213 6766) to discuss.

Type of evidence	Supported file formats
Word processing	.doc, .docx, .rtf, .txt
PDF documents	.pdf
Presentations	.ppt, .pptx, .ppsx
Spreadsheets	.xls, .xlsx,
Databases	.mdb, .accdb
Publishing	.pub
Web pages	.htm, .html, .asp, .aspx, .php
Multimedia/audio-visual	.avi, .mp3, .mp4, .mpeg, .mpg, .midi, H.264, .wav, .wmv, .wma, .ogg, .ogm, .flv, .mov
Images	.bmp, .gif, .jpg, .tiff, .png

If we are not made aware that materials are being submitted to SQA in another format, this may result in the evidence not being accessible during the verification activity.

Please note that each individual candidate's evidence must be uploaded as one file, rather than each page of evidence being scanned and uploaded as a separate document. For example, the Graphic Communication assignment for one candidate should be uploaded as one PDF file, rather than uploading multiple PDF files each containing one page of the assignment.

Please note that candidate evidence should be annotated with teacher comments and judgements clearly indicated.

Submission of physical evidence (for event verification): You may choose to submit physical (paper-based) evidence for verification. You will find full instructions on how to package and submit physical evidence in the stationery that you are sent between 21 – 25 March 2024.

Appendix: Subject-specific grids

National 5 Design and Manufacture assignment — Practical (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
A copy of the completed Planning for Manufacture pro forma, marked up by the candidate with changes as necessary.	Hard copy (paper-based) candidate evidence.
A manufactured proposal.	The manufactured proposal.
An evaluation of the proposal.	Hard copy (paper-based) candidate evidence.
Evidence of skills and processes demonstrated during manufacture/ production that cannot readily be judged on the basis of the manufactured proposal.	Assessor's detailed observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence. These must clearly show the basis on which the assessment judgements have been made in accordance with SQA marking instructions, or any electronic form that can be readily accessed by the visiting verifier during the visit.

Advanced Higher Engineering Science Project — (event)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
Project response (addressing each stage of the project) including an evaluation and (as appropriate) prints from simulation software, photographs of built models, records of testing.	Hard copy (paper-based)
Record of progress (containing information that supports candidates' decisions)	Hard copy (paper-based)
Assessment record (containing marks awarded by the assessor and commentary to support assessment judgements)	Hard copy (paper-based)

National 5 and Higher English Performance: Spoken Language (event)

The evidence	To be submitted for verification event
<p>The completed assessment checklist which will include detailed assessor's comments.</p>	<p>Examples of completed assessment checklists can be found on the Understanding Standards web pages. Please note that login details, which have been shared with SQA Co-ordinators, are required to view these materials.</p> <p>Assessor comments must address all aspects of the performance and include examples where appropriate, eg content and choice of language</p> <p>The assessment checklist template is provided in the <i>Coursework Assessment Task</i> document, but centres may devise their own version.</p>
<p>Candidate evidence in the form of an audio-visual recording.</p>	<p>For each candidate in the sample: an audio-visual recording (as appropriate) on USB storage device using SQA-approved file formats. The recording must be playable on a variety of devices.</p> <p>Each candidate must be clearly identified on the recording.</p>

SQA will accept either or both of these evidence types for verification.

Higher English Performance: Spoken Language

The evidence	To be submitted for verification event
<p>The completed assessment checklist which will include detailed assessor's comments.</p>	<p>Examples of completed assessment checklists can be found on the Understanding Standards web pages. Please note that login details, which have been shared with SQA Co-ordinators, are required to view these materials.</p> <p>Assessor comments must address all aspects of the performance and include examples where appropriate, eg content and choice of language</p> <p>The assessment checklist template is provided in the <i>Coursework Assessment Task</i> document however centres may devise their own version.</p>
<p>Candidate evidence in the form of an audio-visual recording.</p>	<p>For each candidate in the sample: an audio-visual recording (as appropriate) on USB storage device using SQA-approved file formats. The recording must be playable on a variety of devices.</p> <p>Each candidate must be clearly identified on the recording.</p>

SQA will accept either or both of these evidence types for verification.

National 5 and Higher ESOL performance (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
<p>The performance is a paired conversation lasting 5–6 minutes (or proportionately longer for a group of no more than three).</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate to be made available to the verifier during the visit.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification.</p> <p>A mark, for both the Speaking element and the Listening element, must be entered separately on the recording documentation contained in the Coursework Assessment Task for each candidate. The total mark for each candidate’s performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both an SCQF level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task. It is not necessary to submit the unit Candidate Assessment Record.</p>
<p>The performance is a paired discussion lasting 8–10 minutes (or proportionately longer for a group of no more than three).</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate to be made available to the verifier during the visit.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification.</p> <p>A mark, for both the Speaking element and the Listening element, must be entered separately on the recording documentation contained in the Coursework Assessment Task for each candidate. The total mark for each candidate’s performance should be entered on the Verification Sample Form.</p> <p>Note that where the same performance provides candidate evidence for both an SCQF level 6 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task. It is not necessary to submit the unit Candidate Assessment Record.</p>

National 5 and Higher Fashion and Textile Technology practical activity (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
The candidate's completed record of work.	Hard copy (paper-based) of candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
Evidence of skills and processes used during making of the fashion/textile item that cannot readily be judged on the basis of other candidate evidence.	<p>Photographs of manufacturing in any form that can be accessed by the visiting verifier during the visit.</p> <p>Detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made.</p>
The candidate's fashion/textile item.	The fashion/textile item.

National 5 and Higher Gàidhlig performance (event)

The assessed candidate evidence	Form of assessed candidate evidence to be submitted
<p>The performance is a conversation with the assessor lasting approximately 6–8 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording (as appropriate) uploaded to SQA’s digital portal. If there is a need to submit physically, one USB storage device using SQA-approved file formats and containing clearly labelled sound files is acceptable.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the detailed marking instructions as laid out in the course specification. The total mark for each candidate’s performance should be entered on the Verification Sample Form and should also be noted on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both an SCQF level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the SCQF level 5 unit Candidate Assessment Record.</p>
<p>The performance is a conversation with the assessor lasting approximately 10 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate uploaded to SQA’s digital portal. If there is a need to submit physically on a USB storage device using SQA-approved file formats and containing clearly labelled sound files is acceptable.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the detailed marking instructions as laid out in the course specification. The total mark for each candidate’s performance should be entered on the Verification Sample Form and should also be noted on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both an SCQF level 6 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the SCQF level 6 unit Candidate Assessment Record.</p>

National 5 and Higher Modern Languages performance (event)

Including Cantonese; French; Gaelic (Learners); German; Italian; Mandarin (Simplified); Mandarin (Traditional); Spanish; Urdu

The assessed candidate evidence	Form of assessed candidate evidence to be submitted
<p>The performance is a presentation lasting approximately 1–2 minutes and covering at least one context. This is immediately followed by a conversation with the assessor, based on the candidate’s presentation, and covering a different context to that used in the presentation. The conversation should last approximately 5–6 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate uploaded to SQA’s digital portal. If there is a need to submit physically, one USB storage device using SQA-approved file formats and containing clearly labelled sound files is acceptable.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification. The total mark for each candidate’s performance should be entered on the Verification Sample Form.</p> <p>Please note: at National 5, a breakdown of marks for each subsection of the performance (presentation, conversation and sustaining the conversation) and a total for the whole performance should be provided on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both SCQF level 5 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the SCQF level 5 unit Candidate Assessment Record.</p>
<p>The performance is a discussion with the assessor covering at least two different contexts. The discussion should last approximately 10 minutes.</p>	<p>For each candidate in the sample: an audio or audio-visual recording as appropriate uploaded to SQA’s digital portal. If there is a need to submit physically, one USB storage device using SQA-approved file formats and containing clearly labelled sound files is acceptable.</p> <p>The audio or audio-visual recording should be conducted in appropriate surroundings, free from disruptions and background noise.</p> <p>Each candidate must be clearly identified on the recording and the evidence referenced to the marks awarded to that candidate.</p> <p>Marking must be in accordance with the marking instructions as laid out in the course specification. The total mark for each candidate’s performance should be entered on the Verification Sample Form. The mark for the discussion (and total for the performance) should be provided on the Candidate Assessment Record (or equivalent).</p> <p>Note that where the same performance provides candidate evidence for both SCQF level 6 unit and course assessment, a copy of the recorded performance must be submitted accompanied by the recording documentation from the Coursework Assessment Task (or equivalent). It is not necessary to submit the SCQF level 6 unit Candidate Assessment Record</p>

National 5, Higher and Advanced Higher Physical Education performance (visit)

National 5 and Higher

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
Evidence of one performance in a physical activity.	<p>A completed Candidate Assessment Record, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p> <p>Note that a sample of the live performance will be observed and assessed by the assessor and visiting verifier during the visit.</p>

Advanced Higher

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
Evidence of a high-level single performance for a chosen physical activity	<p>A completed Candidate Assessment Record, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p> <p>Note that a sample of live performances will be observed and assessed by the assessor and visiting verifier during the visit.</p>

Note for centres who present candidates for Physical Education at three levels: National 5, Higher and Advanced Higher will only be sampled at two levels, which will be Advanced Higher and one other level. There is more information about sampling in Physical Education [on our website](#).

National 5 Practical Cake Craft practical activity (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
A copy of the completed candidate pro forma including the candidate's design illustration.	Hard copy (paper-based) of candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
The prepared and trimmed/filled cake base.	Photographic evidence showing relevant details. And/or: Audio-visual recording of relevant production stages in any form that can be readily accessed by the visiting verifier during the visit.
The candidate's completed cake.	The completed cake.
Ephemeral evidence of skills demonstrated during production that cannot readily be judged on the basis of other candidate evidence.	Detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made. And/or: Audio-visual recording of relevant evidence, in any form, that can be readily accessed by the visiting verifier during the visit.

National 5 Practical Cookery practical activity (visit)

Normally, all candidates' evidence for external verification must have been assessed by centres before the verification visit. In this subject, however, the completed dishes and ephemeral evidence of skills demonstrated during production will be assessed **during** the verification visit.

The candidate evidence	Form of candidate evidence acceptable for verification
A copy of the completed candidate planning booklet or equivalent that includes the candidate's completed time plan for carrying out the practical activity and the candidate's description of the service details for the three dishes.	Hard copy (paper-based) candidate's evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
The completed dishes.	The completed dishes.
Ephemeral evidence of skills demonstrated during production.	Ephemeral evidence of those skills.

National 5 Practical Electronics practical activity (visit)

The assessed candidate evidence	Form of candidate evidence acceptable for verification
The constructed circuit.	The constructed circuit.
The record of progress through the task including all items of evidence specified within the assessment task and including hard copy printouts from simulation software.	Hard copy (paper-based) candidate's evidence.
A short report on the testing of the solution (in written, electronic, and/or oral form).	<p>Hard copy (paper-based) candidate's evidence.</p> <p>Or:</p> <p>Where the report is given orally, detailed assessor observation notes and a completed Candidate Assessment Record or equivalent, along with any supporting evidence, that show clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p>
Evidence of candidate's degree of independence and safe working.	<p>Assessor observation notes on safe and independent working.</p> <p>And:</p> <p>A completed Candidate Assessment Record or equivalent, commenting on all aspects of evidence, showing clearly the basis on which the assessment judgements have been made in accordance with SQA marking instructions.</p>

National 5 Practical Metalworking practical activity (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for verification
The completed product (and any candidate-created jigs).	The completed product (and any candidate-created jigs).
The completed log book.	Hard copy (paper-based) candidate evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to independence of work.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to safe working.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.

National 5 Practical Woodworking practical activity (visit)

The assessed candidate evidence	Form of assessed candidate evidence acceptable for visiting verification
The completed product (and any candidate-created jigs).	The completed product (and any candidate-created jigs).
The completed log book.	Hard copy (paper-based) candidate evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to independence of work.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.
A record of any intervention relating to safe working.	Hard copy (paper-based) evidence, or any electronic form that can be readily accessed by the visiting verifier during the visit.