

Unannounced activity

This guidance applies to quality assurance of qualifications in:

Street Works
Taxi
First Aid
Health and Safety in a Construction Environment

Introduction

Unannounced activity is an enhanced quality assurance arrangement for ensuring that conditions of assessment are being adhered to and that qualification assessment standards are being met and maintained. It is additional to and separate from our standard qualification verification processes.

It is based on a risk-based selection process, and may be an in-person or virtual activity. During unannounced activity, external verifiers (EVs) attend centres to observe live assessment being carried out.

This guidance document outlines the processes for the three stages of unannounced activity: before, during and after.

You can find full details of requirements in the 'Appendix: Guidance on managing assessment conditions' in [Qualification Verification Criteria Guidance for Centres](#) (462 KB)

Before the activity

We ask that you submit a notification of assessment form at least five working days before the date of all scheduled assessments.

For Street Works and Taxi qualifications, please use this form:

[Notification of Taxi & Street Works Assessments form](#)

For Health and Safety in a Construction Environment and all First Aid qualifications, please use this form:

[Notification of First Aid & Health and Safety in a Construction Environment Assessments form](#)

If any assessments that you have notified us of are cancelled, you should notify us using the [cancellation of qualification assessment notification form](#).

It is important that you provide the contact details for the nominated person — this is the person in your centre who is able to facilitate a visit.

During the activity

If you have been selected for an unannounced activity, the EV will contact you up to 30 minutes prior to the assessment start time provided on the notification form.

Unlike qualification verification activities, you will not be required to provide any candidate evidence in advance.

The EV will make contact directly with the nominated person, using the details you provided on your notification form. They must be able to receive a telephone call from the EV and to either set them up on an MS Teams call or provide access to the facility to observe the assessment.

You should take care to ensure that the EV is able to oversee the entire assessment environment.

If we cannot contact the nominated person and are therefore unable to conduct the unannounced activity, this will be recorded as non-compliance and sanctions may be imposed.

During the activity the EV will quietly observe the assessment process and, following the conclusion of the assessment, will interview the invigilator or supervisor, and may also wish to speak with one or two candidates.

After the activity

The EV will complete and submit a report to SQA with their findings. The report will be issued within 10 working days of the unannounced activity. If any non-compliances have been recorded, the report will advise what actions you need to take.

If applicable, the email will detail any sanctions that have been applied.

If you have any questions about the unannounced process, please contact gav@sqa.org.uk