

# **Unannounced activity guidance for centres**

## **Introduction**

Unannounced activity is an enhanced quality assurance arrangement. It ensures that centres adhere to conditions of assessment, and meet and maintain qualification assessment standards. It is an independent activity, in addition to and separate from our standard qualification verification processes.

During unannounced activity, external verifiers (EVs) attend centres to observe live assessment remotely or in person.

This guidance document outlines the process for unannounced activity.

## **Before activity**

Please submit a notification of assessment form at least 5 working days before any scheduled assessments. If any assessments that you have notified us of are cancelled, you should submit a cancellation of qualification assessment notification form.

It is important that you provide the contact details for the person who is able to facilitate a visit.

Using a risk-based selection process, we may allocate an EV to carry out an unannounced visit to your centre. This may be an in-person or virtual activity.

## **During activity**

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

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

We will contact the nominated person directly using the details provided on the notification form. They must be able to receive a telephone call from the EV and set them up on a Microsoft Teams call, or admit the EV on-site and provide access to the facility to observe the

assessment. You should 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, we will record this as non-compliance and may impose sanctions.

The EV must observe candidate identity checks and will ask to inspect a sample of identity documents.

During the activity the EV will quietly observe the assessment process. After the assessment ends, they will interview the invigilator and/or supervisor and may also ask to speak with one or two candidates.

## **After activity**

The EV will complete and submit a report to Qualifications Scotland with their findings. The report will be issued within 10 working days of the unannounced activity. If we have recorded any non-compliances, the report will advise what actions you must take. If applicable, the email will detail any sanctions that we have applied.

If you have any questions about the process, please contact [gav@qualifications.gov.scot](mailto:gav@qualifications.gov.scot).