

# Language of Assessment and Certification in Units and Qualifications Offered Internationally and Validated by Qualifications Scotland Policy

<b>Version number</b>	1.0
<b>Policy author</b>	Policy and Research Manager
<b>Policy owner</b>	Head of Higher National and Vocational Qualifications
<b>Business area</b>	Policy, Analysis and Standards Directorate
<b>Policy effective from</b>	1 November 2024
<b>Policy review deadline</b>	1 November 2027
<b>Policy approved by</b>	Standards and Policy Group
<b>Policy approval date</b>	27 August 2024
<b>Equality impact assessment approval date</b>	7 November 2024

# Contents

- Why do we need this policy? 3**
- What does it apply to? 3**
- Who is it for? 3**
- What support is available? 4**
- Policy 5**
  - 1 Policy statement 5
  - 2 Policy relationship to our Governing Principles 5
  - 3 Responsibilities 6
  - 4 Policy requirements 6
    - 4.1 Exclusions 6
  - 5 Definitions 7
  - 6 Associated policies and legislation 7

## **Why do we need this policy?**

The purpose of this policy is to outline the principles and criteria in relation to the language of assessment and certification of units and qualifications validated by Qualifications Scotland and delivered by centres outside of the United Kingdom (UK).

We offer a selection of our internationally recognised qualifications to our centres outside of the UK. For our international market, our qualifications are delivered, assessed and quality assured in English only.

For the purposes of this policy, our international market includes Republic of Ireland.

This policy supports our corporate goals to:

- provide a credible qualifications system
- be flexible in meeting customer needs
- be trusted, respected, and valued by our customers, stakeholders and partners

## **What does it apply to?**

This policy applies only to the following qualification products:

- Awards (AWDs)
- National Certificates
- National Progression Awards
- Professional Development Awards (containing Advanced Certificate or Advanced Diploma units)
- SQA Advanced Certificates
- SQA Advanced Diplomas
- National Workplace (validated by Qualifications Scotland Awarding Body)

## **Who is it for?**

This policy is for Qualifications Scotland centres, learners and all Qualifications Scotland staff.

## What support is available?

The Policy, Analysis and Standards Directorate and colleagues within the HNVQ Policy and Equalities Teams can provide support on implementing this policy.

Qualifications Scotland's International Team can provide support on implementing this policy.

### **Alternative assessment sites and remote assessment**

Qualifications Scotland approved centres may use multiple assessment arrangements for operational or business reasons. We must be satisfied that these arrangements are appropriate to protect the integrity of our qualifications, the interests of candidates and the safety of our staff and appointees.

To offer our qualifications in a different country or UK nation from your base location, you need to seek approval from us. This applies whether you are:

- establishing a satellite site for your centre
- using other organisations' premises
- working with a partner or sub-contractor
- offering a combination of the above and remote assessment (blended model)

Our website provides details here: [Alternative assessment sites and remote assessment](#).

# Policy

## 1 Policy statement

Internationally, Qualifications Scotland units and qualifications are delivered, assessed, quality assured and certificated in English only.

We are committed to equality of opportunity and to a culture that respects difference. We believe that, as an employer and public body, we can play a leading part in promoting equality, diversity and inclusion by making them an integral part of our decision making. At the development stage, we completed an Equality Impact Assessment to see how this policy might impact on equality groups, and the findings from this are reflected in this policy.

## 2 Policy relationship to our Governing Principles

Qualifications Scotland's Governing Principles determine how we meet our statutory duties and self-regulates our activities. This policy supports and is supported by:

**Governing Principle 1:** Openness to the needs of individuals, educational and vocational institutions and the needs of society is an essential aim of Qualifications Scotland, and therefore Qualifications Scotland will endeavour to ensure that processes for the development of qualifications, assessment and the maintenance of national standards are as open and transparent as possible; and informed through a research and evidence-based approach to self-regulation.

**Governing Principle 7:** Qualifications Scotland will ensure that all qualifications and assessments are as fair and accessible as possible and that the needs of candidates are met in the administration of its assessments.

**Governing Principle 8:** Qualifications Scotland will quality assure centre assessments and assessment judgement.

## 3 Responsibilities

### Responsibilities of the awarding body:

- Ensure that the assessment of our qualifications is valued and credible with users, partner organisations and the wider community.
- Conduct quality assurance activity as per our published process.

### Responsibilities of the centre:

- Centres must meet our approval criteria and quality assurance requirements.
- Centres should ensure that learners whose first language is not English meet requirements in order to be able to demonstrate evidence for the qualification.

## 4 Policy requirements

We must ensure that the assessment of our qualifications is valued and credible with users, partner organisations and the wider community. Therefore, we must be satisfied that assessment arrangements are appropriate to protect the integrity of our qualifications, the interests of candidates, and the safety of our staff and appointees.

Language of assessment refers to the language used by a learner *in* their assessment. It does not refer to the assessment *of* languages, for example, modern languages.

All units and qualifications within the scope of this policy are certificated in English.

### 4.1 Exclusions

#### Assessment in Languages other than English

The scope of this policy does not extend to requests for our units or qualifications to be assessed in a language other than English. This means that the translation of our assessment materials into a learner's first language, or the translation of a learner's assessment responses from their first language into English, is not allowed.

## Scottish Vocational Qualifications

Due to the regulated nature of Scottish Vocational Qualifications (SVQs) these are typically limited to delivery in the United Kingdom unless granted an exception by Qualifications Scotland Accreditation.

## 5 Definitions

**Alternative assessment site:** An alternative assessment site is premises owned and operated by a different organisation, and not by the approved centre. It could be in the same country as the main site of the centre or in another country.

**Centre:** An organisation (such as a school, college, training company/provider or place of employment) that is approved by and accountable to an awarding body for the examination and assessment arrangements leading to a qualification award.

**Disabled:** As defined by the Equality Act (2010).

**Language of assessment:** The language used by a learner in their assessment. It does **not** refer to the assessment of languages, for example, modern languages.

**Learner:** An individual who pursues a course of study independently but makes an entry and takes an assessment at an approved Qualifications Scotland centre. May also be referred to as a 'candidate'.

## 6 Associated policies and legislation

Related Qualifications Scotland policies include:

- Language of Assessment and Certification in Regulated Qualifications offered by Qualifications Scotland (delivered in the United Kingdom)
- Language of Assessment in Customised Products Validated by Qualifications Scotland
- Language of Assessment and Certification in Units and Qualifications Validated by Qualifications Scotland (delivered in the United Kingdom)

Language of Assessment and Certification in Units and Qualifications Offered Internationally and Validated by Qualifications Scotland Policy

- Equality of Access to Qualifications Scotland Qualification