

Physical Education verification — sampling guidance for centres

Generating the evidence sample

If selected for course assessment verification, centres should provide verifiers with a sample of live candidate evidence, as detailed below. The sample should be of candidates' live performances that count towards the final assessment mark. This guidance applies only to Physical Education internally assessed components of course assessment (IACCA) verification and supersedes the general guidance on generating the evidence sample.

Verifiers will be as flexible as possible in arranging the date of the visit between **8 September 2023** and **24 May 2024**. Verification visits must take place in working hours from Monday to Friday and not at evenings or weekends and should be at the centre or an agreed site used by the centre. Your centre must provide access to the assessment of candidates' live performances in line with this guidance.

IACCA at National 5, Higher and Advanced Higher

If you are presenting candidates at all three levels (National 5, Higher and Advanced Higher) you will need to provide a sample of evidence for 12 candidates, split evenly between Advanced Higher and one other level (either National 5 or Higher). If you are presenting at two levels (eg National 5 and Higher) you will need to provide a sample of evidence for 12 candidates, split evenly between the two levels. If you are presenting candidates at only one level (eg National 5) you must provide a sample of evidence for 12 candidates.

Please note:

- ◆ if you are providing evidence at one level and there are fewer than 12 candidates in the cohort, then please provide evidence for all candidates at that level.
- ◆ if you are providing evidence at two levels and there are fewer than six candidates in the cohort at either level, then please provide evidence for all candidates at that level. Where possible, evidence for additional candidates should be provided at the other level to make up an overall sample of 12.
- ◆ you may provide evidence from more than one activity across the sample.
- ◆ assessors should use candidate assessment records when they assess candidates (more information is available in Appendix A).

Centres with Advanced Higher entries

Where practical, you should agree arrangements to allow the sample for Advanced Higher to be assessed during the same visit.

If it is not practical for the full Advanced Higher sample to be assessed during the same verification visit, as many candidate performances as possible should be assessed during the visit (eg two of a cohort of four).

If you cannot arrange the appropriate context for all Advanced Higher performers on the visit, video evidence and the completed assessment records for the remaining sample candidates should be provided. Video evidence could be provided to the verifier during the visit (if filming takes place at

an earlier date) or after the visit (see Appendix B). If it is provided after the visit, the verification activity will be regarded as ongoing until the evidence is provided and verified.

Appendix A

Carrying out the course assessment.

Centres are reminded that assessors should use the candidate performance assessment records that are included in the performance coursework assessment task documents for each level. Assessors must ensure that comments about assessment judgements for each candidate are included on the records.

Internal verification is a mandatory requirement. Comments by the assessor explaining how they awarded marks will support internal and external verification.

Candidates have the right to appeal internal assessment marks and centres must have a process that supports this. It is important that the original assessor and any subsequent reviewer can review the appropriateness of the original mark and can explain to the candidate why their mark was correct.

Centres must retain assessment records in accordance with SQA evidence retention requirements. ([Evidence retention requirements \(sqa.org.uk\)](http://sqa.org.uk)) You must make this evidence available to SQA on request.

Appendix B

Advanced Higher performance component — video evidence

If it is not possible to assess some candidates during the verification visit, then you should provide video evidence to SQA along with the candidate assessment record. The record should include comments justifying the assessment judgements made by your centre.

You must ensure that candidates, and any other individuals, who will be filmed are informed that this is being undertaken in order to support assessment and verification. This gives them the opportunity to withdraw should they not wish to be filmed. You should consult your centre's data protection policies regarding this, but there is no need to formally capture consent on a form.

You can provide video evidence to the verifier during the visit (if filming takes place at an earlier date) or after the visit. If it is provided after the visit, the verification activity will be regarded as ongoing until the evidence is received by SQA and verified.

In preparing video evidence, you must consider the following:

- 1 The candidate(s) must be clearly identified.
- 2 The footage must cover the agreed performance and context. It is your centre's responsibility to ensure details of the event date and venue are recorded.
- 3 The footage should be continuous and not an edited combination of the best parts of a performance.
- 4 You must ensure that the video shows a single performance and is not the best of a number of attempts. You must agree this as part of the planning discussions before the filming takes place as

this will help to provide the exact context for the performance event, eg are there heats or qualification stages?

5 The footage should be of sufficient duration so that marks can be awarded across all of the assessment criteria. Again, your planning discussions must confirm the length of the performance being assessed.

6 It is your centre's responsibility to check that the footage is of a quality to- capture sufficient evidence to allow the marking criteria to be applied. Centres are encouraged to familiarise themselves with the recording equipment before the day of the live assessment. This will help to eliminate any technical or organisational issues which might hamper the possibility of capturing suitable footage.

7 You should store the footage securely and mark the centre and candidate's name, date of birth and Scottish Candidate Number clearly on the file.

8 Video evidence completed after the visit must be provided to SQA using the method advised by SQA (secure postage or secure upload). This evidence will not be returned to centres after the completion of verification activities.