



**Higher National Qualifications (China)
Internal Assessment Report 2013
Legal Services**

The purpose of this report is to provide feedback to centres on verification in Higher National Qualifications in this subject.

Higher National Units

General comments

It would appear from the reports that not all centres have a clear and accurate understanding of the requirements of national standards.

The majority of the centres fell into the category of reasonable confidence; two were in the high confidence area; and one had minimal confidence.

Units externally verified were:

- ◆ Business Law: An Introduction — F849 34
- ◆ Business Contractual Relationships — F84N 34

Unit specifications, instruments of assessment and exemplification materials

Centres overall were familiar with the Unit specifications, instruments of assessment and exemplification materials. The majority of centres either used centrally generated instruments of assessment or instruments that had been prior verified by SQA.

Evidence Requirements

Overall, most centres met the Evidence Requirements set out in the Unit specification.

Administration of assessments

Overall, centres are aware of the appropriate level of assessment, however, there is evidence that administration and internal verification procedures do not always meet the required standards. Most centres fell into reasonable confidence or minimal confidence because of failures to meet criteria within criterion 4 which relates to assessment and verification. All action points put in place were met within the deadlines set by the External Verifier. One centre had an action point relating to accommodation and resources (criterion 2) and another had action points relating to records and data (criterion 5), all of which were resolved within the deadlines set by the External Verifier.

General feedback

Overall, the feedback given to candidates was very good, however, on some occasions this was verbal rather than in writing. Written feedback is in fact preferred by candidates.

Candidates interviewed were positive about the course they were undertaking and were happy with the communication between themselves and the assessor.

The candidates were happy with the support provided to them.

All staff delivering the Units were adequately qualified.

Areas of good practice

On most occasions, evidence was clear and written feedback on how to improve performance was given to candidates.

All evidence relating to standardisation and internal verification was made available to the External Verifier.

Candidate development plans were found to be successful in one centre.

Specific areas for improvement

Feedback to candidates should be given in writing.

Internal verification reports and minutes of meetings should be provided to the External Verifier on the date of the visit.

Marking guidelines should be provided which are consistent with the requirements of the Unit specification. These guidelines should be made available on the date of the external verification visit.

All candidate evidence should be accurately judged against the SQA standards as set out in the Unit specification.

A clear complaints process for candidates to use should be utilised in all centres.