



**Higher National (China)**

**Qualification Verification Summary Report 2017**

**Legal Services**

## Introduction

F84P 34 — Business Law: An Introduction

F84N 34 — Business Contractual Relationships

SQA organised two verification activities to be undertaken in China for academic session 2016–17. A total of 8 visits were undertaken with all centres achieving a high level of confidence for all the criteria which were externally reviewed on the date of the visits.

## Category 2: Resources

**Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

All staff for the centres visited in the academic session 2016–17 had relevant academic and occupational experience to undertake the delivery and assessment of externally verified units.

**Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

All centres provided appropriate evidence to demonstrate that they had undertaken regular and appropriate reviews of the equipment and learning environment. Reviews of assessment materials and teaching and learning resources had been carried out on a regular basis. All centres provided minutes of meetings held during the academic session as evidence to substantiate this criterion. Some centres provided photographic evidence as another method to substantiate their compliance with this criterion.

## Category 3: Candidate support

**Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

The majority of candidates who had studied the two units, F84P 34 and F84N 34, had to achieve an IELTS score of 4.5. Other candidates were expected to achieve an IELTS score of 5.5.

Candidates at all centres had undertaken a foundation course before being permitted entry to SQA Higher National Diploma courses.

The use of the above methods ensure that all candidates' prior achievements have been taken into consideration by the centres when matching candidates to the relevant qualification.

**Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

All centres provided appropriate evidence showing that effective contact had taken place between the candidates and the staff. The majority of centres had scheduled tutorial time for

each candidate to meet with their subject tutor, and minutes of meetings were presented on the date of the visit which had been signed by both the tutor and the candidate.

WeeChat was used by all centres as a method of maintaining ongoing contact with students, and screenshots of discussions were provided on the date of the visits.

Tutors were also available during office hours to discuss issues with candidates and provide support. Minutes of such meetings were available for review.

## **Category 4: Internal assessment and verification**

### **Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

All centres had appropriate assessment and verification procedures which had been accurately and consistently applied for all the visits undertaken. Centres provided evidence of meetings having taken place by way of minutes, before, during, and after completion of assessment, and internal verification. All staff were found to have been supportive of candidates from the evidence presented on all the visits undertaken.

### **Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

All centres used China Assessment Support Packs obtained from the China secure website. Alternative instruments of assessment had been subject to the SQA prior approval process. All instruments of assessment had been subject to centre internal verification procedures.

### **Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

All centres have a plagiarism policy which has been implemented. Candidates were made aware of circumstances which would qualify as a breach of policy and the consequences that would ensue. All assessments had been undertaken according to the SQA criteria set out in the Unit Specifications.

### **Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

All candidates' assessments had been accurately and consistently judged by assessors for all centres. Relevant and constructive comments had been provided to candidates. The integrity of SQA standards had been upheld in all the centres that were externally verified in 2016–17.

### **Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

All centres followed SQA's requirements that the retention of candidate evidence must be stored in a safe and secure environment. Evidence of this was made available on the date of visits carried out during 2016–17.

**Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

All centres had a policy for the dissemination of information received from SQA to staff involved in the delivery of units externally verified in 2016–17. All recommendations were discussed, changes were made as appropriate, and areas of good practice were disseminated to staff in all centres.

**Areas of good practice reported by qualification verifiers**

The following good practice was reported during session 2016–17:

- ◆ Re-work was clearly identified.
- ◆ WeeChat was used as a forum for communication.
- ◆ Staff were encouraged to write alternative assessments.
- ◆ An 'English corner' was used to encourage students to speak in English.

**Specific areas for development**

The following area for development was reported during session 2016–17:

- ◆ Keep a record of which candidate scripts were subject to internal verification for the reference of centre quality staff.