**Using the Qualification Verification Summary Report To Improve Quality**

**Exercise 1**

At your table work together to define what is meant by the term good practice. Write down an agreed collective response and prepare to feedback your definition.

**Exercise 2**

Working with the others at your table use the list of verification criteria and complete the exercise.

1. Against each criterion, list three pieces of evidence you could provide for external verification
2. Identify one (or more) examples of good practice against each criterion
3. At the end, explain how your centre could integrate QVS Reports into your internal verification process?

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| **Category 2: Resource management - The centre procedures for managing resources must be documented, implemented and monitored to meet SQA requirements.** | | **Three pieces of evidence** | **Good practice** |
| **Criterion 2.1** | Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification. |  |  |
| **Criterion 2.4** | There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials. |  |  |
| |  |  | | --- | --- | | **Category 3: Candidate support - Candidates are supported and guided through the qualifications for which they are entered.**   |  | | --- | |  | | | | **Three pieces of evidence** | **Good practice** |
| **Criterion 3.2** | Candidates’ development needs and prior achievements (where appropriate) must be matched against the requirements of the award. |  |  |
| **Criterion 3.3** | Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly. |  |  |
| |  | | --- | | **Category 4: Internal assessment and verification – The centre’s internal assessment and verification procedures must be documented, implemented and monitored to meet qualification and SQA requirements.** | | | **Three pieces of evidence** | **Good practice** |
| **Criterion 4.2** | Internal assessment and verification procedures must be implemented to ensure standardisation of assessment. |  |  |
| **Criterion 4.3** | Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair. |  |  |
| **Criterion 4.4** | Assessment evidence must be the candidate’s own work, generated under SQA’s required conditions. |  |  |
| **Criterion 4.6** | Evidence of candidates’ work must be accurately and consistently judged by assessors against SQA’s requirements. |  |  |
| **Criterion 4.7** | Candidate evidence must be retained in line with SQA requirements. |  |  |
| **Criterion 4.9** | Feedback from verifiers must be disseminated to staff and used to inform assessment practice. |  |  |
| **How could your centre integrate Qualification Verification Summary Reports into your internal verification process?** | | | |