



SQA Advanced Qualification (China)

Qualification Verification Summary Report 2024

Administration

Verification Group Number: 363

Introduction

The two units sampled sit within Verification Group 363. Five international centres were externally verified. The two units verified were HP7847 — Information Technology in Business: Spreadsheets and HP7948 Presentation Skills. These two units were verified as part of several Group Awards: GT33 48 Business with Human Resource Management, GT3248 Business, GT3548 Business with Accounting and GT3748 Global Trade and Business.

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 centres submitted academic certificates, staff resume sheets and CPD logs for all assessors and internal verifiers. All had appropriate academic qualifications, working and/or training experience, and recent CPD entries that supports delivery and assessment of the units sampled. All assessors and internal verifiers were very experienced in delivering SQA units across the group awards sampled.

Category 4: Internal assessment and verification

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

All centres have robust internal verification procedures in place and there was evidence that these procedures were adhered to. All centres hold standardisation meetings to ensure consistency in assessment decision making. All centres use the internal verification procedure to support assessors delivering these units and feedback from internal verifiers was comprehensive and supportive. All centres recorded pre-delivery checklists, meetings, ongoing and end of unit verification.

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

All centres were using SQA CASP 001/AQ Second Edition, January 2021 for the assessment of HP78 47 including the candidate checklists for each of the assessment tasks.

All centres used CASP 001/AQ, May 2017 for the assessment of HP79 48 including the candidate checklists for each of the assessment tasks.

Almost all centres had a re-assessment task that had been successfully prior verified. The unit specification, assessment and re-assessment instruments had been subject to a pre-delivery check.

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

All centres provided evidence which demonstrated that the work had been accurately and consistently judged by the assessors against the SQA requirements and appropriate checklists were completed. It was clear to see on the candidate evidence where the internal verifier agreed with assessor judgements. The internal verifiers provided the assessors with comprehensive feedback on the internal verification reports.

All centres submitted unit assessment results showing progress for all candidates undertaking the units sampled. The assessor checklists showed candidate achievement for each assessment, and re-assessment task. There was a range of candidate evidence showing first assessment success, including re-do, and those requiring a re-assessment.

Almost all candidates were given appropriate feedback where remediation had been carried out.

All centres uploaded sample videos for the cohort for unit HP79 48.

Areas of good practice reported by qualification verifiers

The following areas of good practice were identified in 2023–24:

- ◆ Assessors and internal verifiers held regular meetings and recorded what was discussed in a detailed way. This is very helpful for standardisation as well as assisting with future delivery and assessment and to highlight whether there are staff changes.
- ◆ There was evidence of robust internal verification across all scripts submitted for central verification.
- ◆ There was evidence in the assessment summary form of the centre striving to improve the candidate experience by reviewing the delivery, reflecting on individual assessment outcomes, and making appropriate recommendations for future delivery.

Specific areas for development

The following areas for development were identified in 2023–24:

- ◆ Centres should ensure they update the spreadsheet version of the SQA CASP marking scheme to reflect the data that is given to candidates in the assessment instructions.
- ◆ Centres should ensure that their 'worked solution' (in Excel format) shows the correct figures from the CASP.
- ◆ Internal verification documentation should clearly show the current unit number.
- ◆ Centres should consider having a re-assessment instrument available for each unit.
- ◆ Almost all candidates were given appropriate feedback where remediation had been carried out, however, it would be helpful if assessors could provide a greater level of positive feedback to candidates, where appropriate.
- ◆ Where candidates should deliver a presentation for 10 minutes, within a tolerance of +/- 3 minutes, to a group of no less than four people, if the group is smaller than the minimum amount, it may be possible to use members of staff to supplement the audience. It would be appropriate to mark on the hard copy of the presentation where the evidence requirements are being met in using presentation features. Where hard copy is submitted, it is helpful for the assessor to note on this where the presentation features are being used, for example when transition and other technical skills are being applied such as multi-media/dynamic links.