



Personal Finance Awards

SCQF levels 4, 5 and 6

Guidance on scheduling assessments, scheduling re-sits, and submitting results

The Personal Finance Award is available at SCQF levels 4, 5 and 6. At each level, candidates must pass two units to achieve the award. Each unit is made up of four or five tasks and candidates must achieve a pass (50% or more) in all tasks within a unit, before a unit pass can be submitted to SQA.

Candidates must be assessed using the SOLAR assessments provided.

Scheduling summative assessments in SOLAR

Before candidates can be scheduled to sit an assessment, their details must be added to SOLAR using the 'Create candidate' function within 'Setup'. When centres create a candidate in SOLAR, they must use the candidate's SCN (Scottish Candidate Number) in the 'Candidate Ref' field.

When scheduling candidates for their Personal Finance summative assessments on SOLAR, centres have two options A) or B):

- A) Schedule candidates for the full unit test, including all four or five tasks.
- B) Schedule candidates for one task at a time.

In deciding which of these options to take, you will need to take a balanced view on what may be in the best interests of your candidates and what may be most manageable from an administrative point of view for centre staff. You might want to consider some of the following points when deciding on the best option:

- ◆ Larger class sizes may present logistical challenges where candidates are scheduled task by task. For example, a class of 30 level 5 candidates scheduled to sit tasks one at a time will need 300 separately scheduled assessments (30 candidates × 5 tasks × 2 units).
- ◆ Candidates could complete two or three tasks in one sitting, but the tasks would still need to be scheduled separately and candidates would need to finish one task before starting the next.
- ◆ The formative assessments on SOLAR should be used for practice purposes. Each candidate's performance in the practice questions will help indicate whether or not they

are ready for their summative assessment and which tasks they may be ready to attempt.

- ◆ Adequate time must be allowed for candidates to complete their scheduled assessment in one sitting. This may be more of an issue where the full unit test has been scheduled and where time required goes beyond a timetabled lesson.
- ◆ Accommodation, PCs, laptops or tablets, internet access, and staff (for invigilation purposes), must be in place when groups of candidates sit their scheduled assessments.

Scheduling re-sits

Where candidates fail one or more tasks on their first assessment, they can be scheduled to re-sit the tasks they have failed.

The same options will be available to centres when scheduling re-sits as when scheduling candidate's first assessments. They can schedule one task at a time or schedule for the whole unit assessment again.

- ◆ Where a candidate only has one or two tasks to re-sit, it may be easiest to schedule those tasks one at a time.
- ◆ Where a candidate has three or more tasks to re-sit, it may be easier to schedule the full unit test.
- ◆ Candidates who have been scheduled for a full unit test, but who have already passed one or more of the tasks, can be advised to miss out the previously passed tasks.

Recording results

It is important to note that candidates must be entered for the Personal Finance unit codes using your centre's normal processes for unit entry and unit results (for example SEEMIS, SQA Connect). Although candidates' assessments are held on SOLAR, the candidates still need to be entered and resulted for the units in the normal way.

You must ensure that a pass is held in SOLAR for all the tasks required before you submit a pass result for the unit. On SOLAR, the task passes may be aggregated across several scheduled assessments where tasks are completed one at a time and/or where re-sits have been required.