



Language of Assessment and Certification in Units and Qualifications offered Internationally and Validated by SQA

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Policy author	Policy and Research Manager
Policy owner	Head of Service for Higher National and Vocational Qualifications Team
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Why do we need the policy?

The purpose of this policy is to outline the principles and criteria in relation to the language of assessment and certification of units and qualifications validated by SQA and delivered by centres outside of the United Kingdom (UK).

SQA offer a selection of our internationally recognised qualifications to our centres outside of the UK. For its international market, SQA qualifications are delivered, assessed and quality assured in English only.

For the purposes of this policy, SQA's international market includes Republic of Ireland.

This policy supports SQA's corporate goals to:

- ◆ provide a credible qualifications system
- ◆ be flexible in meeting customer needs
- ◆ be trusted, respected, and valued by our customers, stakeholders and partners

What does it apply to?

This policy applies only to the following qualification products:

- ◆ Awards (AWDs)
- ◆ National Certificates
- ◆ National Progression Awards
- ◆ Professional Development Awards (containing Advanced Certificate or Advanced Diploma units)
- ◆ SQA Advanced Certificate
- ◆ SQA Advanced Diploma
- ◆ National Workplace (validated by SQA Awarding Body)

Who is it for?

This policy is for SQA centres, learners and all SQA staff.

What support is available?

The Policy, Analysis and Standards Directorate and colleagues with HNVQ Policy and equalities teams can provide support on implementing this policy.

SQA's International Team can provide support on implementing this policy.

Alternative assessment sites and remote assessment

SQA approved centres may use multiple assessment arrangements for operational or business reasons. SQA must be satisfied that these arrangements are appropriate to protect the integrity of our qualifications, the interests of candidates and the safety of our staff and appointees.

To offer SQA qualifications in a different country or UK nation from your base location, you need to seek approval from SQA. This applies whether you are:

- ◆ establishing a satellite site for your centre
- ◆ using other organisations' premises
- ◆ working with a partner or sub-contractor
- ◆ offering a combination of the above and remote assessment (blended model)

The SQA website provides details here: [Alternative assessment sites and remote assessment — SQA](#).

1 Policy statement

Internationally, SQA units and qualifications are delivered, assessed, quality assured and certificated in English only.

2 Policy relationship to SQA's governing principles

SQA's governing principles govern how SQA meets its statutory duties and self-regulates its activities. The Language of Assessment and Certification in Units and Qualifications offered Internationally and Validated by SQA Policy supports the following governing principles:

- Governing Principle 1:** Openness to the needs of individuals, educational and vocational institutions and the needs of society is an essential aim of SQA, and therefore SQA will endeavour to ensure that processes for the development of qualifications, assessment and the maintenance of national standards are as open and transparent as possible; and informed through a research and evidence-based approach to self-regulation.
- Governing Principle 7:** SQA will ensure that all qualifications and assessments are as fair and accessible as possible and that the needs of candidates are met in the administration of its assessments.
- Governing Principle 8:** SQA will quality assure centre assessments and assessment judgements to ensure that they maintain the defined standard.

3 Responsibilities

Responsibilities of the awarding body:

- ◆ SQA must ensure that the assessment of our qualifications is valued and credible with users, partner organisations and the wider community.
- ◆ Quality assurance activity will be conducted as per our published process.

Responsibilities of the centre:

- ◆ Centres must meet SQA's approval criteria and quality assurance requirements.
- ◆ Centres should ensure that learners whose first language is not English meet requirements in order to be able to demonstrate evidence for the qualification.

4 Policy requirements

SQA must ensure that the assessment of our qualifications is valued and credible with users, partner organisations and the wider community. Therefore, SQA must be satisfied that assessment arrangements are appropriate to protect the integrity of our qualifications, the interests of candidates, and the safety of our staff and appointees.

Language of assessment refers to the language used by a learner *in* their assessment. It does not refer to the assessment *of* languages, for example, modern languages.

All SQA units and qualifications within the scope of this policy are certificated in English.

4.1 Exclusions

Assessment in Languages other than English

The scope of this policy does not extend to requests for SQA units or qualifications to be assessed in a language other than English. This means that the translation of SQA assessment materials into a learner's first language, or the translation of a learner's assessment responses from their first language into English, is not allowed.

Scottish Vocational Qualifications

Due to the regulated nature of Scottish Vocational Qualifications (SVQs) these are typically limited to delivery in the United Kingdom unless granted an exception by SQA Accreditation.

5 Definitions

Alternative assessment site:	An alternative assessment site is premises owned and operated by a different organisation, and not by the approved centre. It could be in the same country as the main site of the centre or in another country.
Centre:	An organisation (such as a school, college, training company/provider or place of employment) that is approved by and accountable to an awarding body for the examination and assessment arrangements leading to a qualification award.
Disabled:	As defined by the Equality Act (2010).
Language of assessment:	The language used by a learner in their assessment. It does not refer to the assessment of languages, for example, modern languages.
Learner:	An individual who pursues a course of study independently but makes an entry and takes an assessment at an approved SQA centre. May also be referred to as a 'candidate'.

6 SQA policies and legislation

Related SQA policies include:

- ◆ Language of Assessment and Certification in Regulated Qualifications offered by SQA (delivered in the United Kingdom)
- ◆ Language of Assessment in Customised Products Validated by SQA
- ◆ Language of Assessment and Certification in Units and Qualifications Validated by SQA (delivered in the United Kingdom)
- ◆ Equality of Access to SQA qualifications