

## Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 17 April 2018.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided (Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)	Target date for completion by awarding body <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 10	A sample check of candidate results during the audit highlighted an instance of two resits taking place for the Licensing Board Members qualification. It was noted that the second resit resulted in the candidate undertaking the original examination paper, which was subsequently passed.	Medium	<p><u>Action 1:</u> Alcohol Focus Scotland will develop a further bank of questions for the qualification.</p> <p><u>Evidence to be provided to SQA Accreditation:</u> Alcohol Focus Scotland will provide a sample of new questions for Introduction to licensing section of Licensing Board Member's Training Spec to demonstrate the addition of new questions for the further question bank.</p>	31 <sup>st</sup> October 2018 Extension to 31 January 2019 <b>Extension to 28 February 2019</b>	11/2/2019

<sup>1</sup> If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

<sup>2</sup> Issues can only be closed out once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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	The Auditors consider that the use of an identical question paper so close to the original examination date can be seen to undermine the robustness of the assessment process.				
2. Principle 11	On reviewing the <i>Awarding Body Regulations, August 2017</i> , it is the opinion of the audit team that 'it will be acceptable for the reader to read out the question only to the candidate', with the latter providing an answer, 'which the reader-scribe should then match to one of the options given in the distractors' is not appropriate.	Medium	<p><u>Action 1:</u> Alcohol Focus Scotland will review and update wording of Awarding Body Regulations.</p> <p><u>Evidence to be provided to SQA Accreditation:</u></p> <p>AFS will upload a copy of its updated Awarding Body Regulations to share point.</p>	31 <sup>st</sup> May 2018	<b>8/5/2018</b>

Action Plan approved by ACG on 11 April 2018