**This form is required to be completed by the SQA Centre and approved by the centre’s SQA Co-Ordinator. Please arrange for centre devised assessments to be pre verified prior to submitting.**

ASP TO SOLAR Request Form

**\*We will respond to your request within 2 working days from receipt of the completed form and will be in touch to discuss development timescales.**

**Please send the completed form to:** [**das.helpdesk@sqa.org.uk**](mailto:das.helpdesk@sqa.org.uk?subject=Helpdesk%20Request:ASP%20to%20SOLAR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name:** |  | | **Email address:** |  |
| **Centre:** |  | | **Centre Number:** |  |
| **Qualification:** |  | | **Unit Name:** |  |
| **Course Code:** |  | | **Unit Code:** |  |
| **Date Submitted:** | Click or tap to enter a date. | | **Proposed Delivery Date\*:** | Click or tap to enter a date. |
| **Where did you hear about our service?** | |  | | |

**Assessment Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment suitable for on-line delivery?** | Choose an item. | | **Request approved by SQA Co-Ordinator** | Choose an item. |
| **SQA Co-ordinator** |  | | **Date:** | Click or tap to enter a date. |
| **Centre Devised Assessment?** | Yes | | **Assessment Prior Verified?** | Choose an item. |
| **Please confirm consent to sharing across approved centres**  **\*I**f consent not provided then we cannot proceed with conversion to SOLAR | Choose an item. | | **Outcomes to be assessed**  (List all learning outcomes to be assessed) |  |
| **Centre has access to SOLAR** | Choose an item. | | **Number of students** |  |
| **Pass Mark** | **Mark** | **%age** | **Number of Questions within assessment** |  |
|  |  |
| **Question Types Required** *(Please check the box for the types of questions required).* | Multiple Choice | | |  |
| Multiple Response | | |  |
|  | Short Answer | | |  |
|  | Essay | | |  |
|  | Either / Or | | |  |
| Numerical Entry | | |  |
| Extended Matching | | |  |
| File Attach | | |  |
| Drag and Drop | | |  |
| Hotspot | | |  |
|  | Audio Capture | | |  |

**Please note that the SOLAR team may make changes to question types to best fit the assessment content. It is not always possible to directly mirror content of an ASP through on-line delivery.**