



National Qualifications 2013

Instructions for Centres on the Submission of Requests for Absentee Consideration

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Communication with SQA

All enquiries relating to Absentees policy and procedures should be sent to the absentee mailbox. Please do not submit Absentee Consideration Request Forms to this mailbox. Request forms and evidence should be dispatched to SQA as detailed in these instructions.

Telephone: 0345 213 6890

e-mail: absentee.enquiries@sqa.org.uk

Address: Absentees
Assessment Arrangements
Scottish Qualifications Authority
24 Wester Shawfair
Dalkeith
Midlothian
EH22 1FD

Summary of Key Dates

Dates	Action by SQA	Action by Centres
19 April	Absentee Consideration Request Forms and Flyleafs with centres.	
26 April to 17 June		Submit Absentee Consideration Request Forms, Medical Certificates and Evidence (in Flyleafs) to SQA within 10 days of examination concerned.
1 June to 10 July	Examiners consider Absentee requests during Quality Assurance events	
6 August	Certification.	

Introduction

SQA awards are based on evidence of demonstrated attainment and not candidate potential, therefore requests for Absentee Consideration should only be submitted for candidates for whom there is clear evidence to support the estimate provided by the centre. Where no evidence is available, it will not be possible to process the request. Guidance regarding the generation of this evidence can be found in the document *Estimates, Absentees and Assessment Appeals* which is available on SQA's website www.sqa.org.uk.

Requests for Absentee consideration can only be considered where there is a valid reason for the absence and is supported by the Head of Centre. (see below)

Valid Reason for Absence	Absentee Consideration Allowed
Illness	With a medical certificate or Confirmed in a letter by Head of Centre
Bereavements	Up to 2 weeks from bereavement and day of funeral
Stress	With a medical certificate
Loss of Examination Time through genuine reason	If confirmed by Head of Centre
Court Attendance	If candidate is the accused or a witness
Sporting Events	If representing their country
Coincident Examinations	If rescheduling exams is not practicable
Invalid Reason for Absence	Absentee Consideration Not Allowed
Holidays/Wedding/Family Celebrations	Choosing not to sit an examination in order to fulfil another commitment. The timetable is issued to centres in May of the year prior to the examination diet to assist with the planning of such events.
Sporting Events	Taking part in a regional heat

Requests for Absentee Consideration can only be accepted for processing when submitted to SQA

- by the centre which entered the candidate for the course/examination relating to the request
- where the centre has provided an estimated grade for the candidate/course concerned.

The following documentation must be completed and submitted to SQA

- Absentee Consideration Request Form
- Absentee Evidence Flyleaf
- Key Information Pieces
 1. Instrument of Assessment
 2. Marking Instructions
 3. Cut off Scores

The following instructions are intended to act as a guide for the completion of Absentee Consideration Request forms and the submission of Absentee evidence. Please read them carefully as late or incomplete submissions may result in some Absentee requests being unavailable for consideration at the Quality Assurance events and may result in the absentee award being unavailable for Certification in August.

Processing absentee awards to meet the published Certification date depends upon the submission timescales for Absentee Consideration Request Forms, supporting evidence and all relevant documentation being met. **It is essential that SQA receives all of these materials within 10 days of the date of the examination concerned.**

Where materials are submitted by the due date, but are found to be incomplete eg the instrument of assessment or marking scheme is missing or incomplete, we will contact the school or college to resolve the situation. Please note that it is not until the Quality Assurance event and scrutiny by the examiners takes place that missing materials can be identified. It is therefore not possible for us to alert schools and colleges until the event is underway. A thorough check of materials should therefore be undertaken prior to submission to ensure completeness.

Absentee Consideration Request Form

This form should be used when reporting the absence of a candidate through illness or other valid reason from the whole, or part of an examination, and for whom the Head of Centre requires SQA to consider an award. An example of a completed Absentee Consideration Request Form is shown in Appendix 1.

- The centre and candidate details and reason for absence should be completed.
- If the absence is due to illness, a medical certificate covering the date(s) of absence(s) will be required, unless the illness occurred in school or can be confirmed by letter from the Head of Centre. Please indicate if a medical certificate has been sent to SQA at an earlier date. Where absence is not due to illness a separate letter should be submitted.

A medical certificate provides justification for granting absentee consideration but is not used as part of the evidence on which an award is based.

- Details of the course for which absentee consideration is being requested should be entered in columns 1 – 4. If it is known in advance that a candidate will be absent from

more than one examination, these examinations may be listed on one form which should be submitted to SQA, Dalkeith, **within ten days of the first examination.**

- The date of the examination missed should be entered in column 5.
- Indicate if the Absentee evidence is in the medium of Gaelic by placing a tick in the appropriate box in column 6.
- Indicate the Key Information pieces you have included by placing a tick in the appropriate box in columns 7-11.
- Columns 12 and 13 should be left blank.
- Sign and date the form. **Unsigned forms will lead to a delay in processing the request.**

Evidence Flyleaf/Folders

Absentee Evidence Flyleaf

An Absentee Evidence Flyleaf should be completed for each candidate/course for which absentee consideration is being requested and should be used for the submission of assessment evidence. An example of a completed Absentee Evidence Flyleaf is shown in Appendix 2.

Ensure that all evidence submitted has been marked by the centre.

- Evidence for Standard Grade should meet the appropriate Grade Related Criteria for the element(s) concerned and should relate to all elements for which the candidate was absent.
- Evidence for Intermediate 1, Intermediate 2, Higher and Advanced Higher the evidence should cover **all** component units of the course.

When evaluating the evidence, examiners require to know the conditions under which the evidence was produced, therefore, please ensure that you have completed both the front and back of the first page of the flyleaf. Please also indicate on the flyleaf if the absentee evidence submitted is in the medium of Gaelic.

Please ensure that the evidence flyleaf has been signed as unsigned flyleaves will lead to delays in the awarding process.

Key Information Pieces Folders

Ensure that the Key Information pieces ie the instrument of assessment, marking scheme and cut off scores have been included. Separate folders are provided for each of these, in line with submission of Appeals evidence. Examples of the folders are shown in Appendix 3, 4 and 5

Instrument of Assessment : Sources must be provided in a clearly identifiable manner for **all** questions included within the Instrument of Assessment submitted as alternative evidence. These must also indicate where past papers (SQA or commercially devised) have been adapted. Centre devised refers to questions produced by the centre, not those which have been adapted from SQA or commercially devised papers. Failure to provide the sources of **all** questions will result in the evidence being rejected. (See Appendix 3)

Marking Instructions for the Instrument of Assessment used: Where generic marking instructions are used this should be identified by ticking the appropriate box on the front cover of the Marking Instructions folder. Please note; generic marking instructions are only available for the subjects listed on the front of the folder. If generic marking instructions have not been used, supply the marking instructions used. (See Appendix 4)

Cut off Scores must always be provided. Where notional cut off scores are employed (i.e. A: 70%, B: 60%, C: 50%) this should be indicated by ticking the appropriate box on the front of the Cut off Scores folder. The provision of cut off scores allows our Examiners to determine whether the candidate's grades within the Absentee evidence submitted meet the national standard. Carefully devised cut off scores also allow Centre staff to provide a realistic Estimate for candidates. If notional cut off scores have not be used, supply details of those applied.(See Appendix 5)

Please note that where any of the Key Information pieces are not available, the request cannot be processed at the scheduled time.

Submitting a Request for Absentee Consideration

The completed request form, assessment evidence, and medical certificate or letter from centre as appropriate, must be received by SQA **within ten days** of the examination concerned. If a request is received after the ten day deadline or the submission is incomplete then it cannot be processed in time for August Certification and will be dealt with at the Appeals stage.

Postage of Materials

The postage costs for the submission of absentee evidence materials to SQA are the responsibility of the centre. SQA prepaid labels should not be used, nor should SQA's carrier be used to submit Absentee requests/evidence.

In view of the volume involved, SQA is unable to acknowledge receipt of evidence. You are therefore advised to choose a method of dispatch which guarantees delivery to SQA by the submission dates and which also provides proof of delivery.

Absentee Results

The results of absentee consideration requests, submitted in accordance with these instructions and prescribed timescales, will be included with the examination results issued in August and candidates will receive their Certificates at this time. Please note that only the lower band of any grade at Intermediate, Higher or Advanced Higher level is available as an absentee award. There is no indication on the Certificate that this is an absentee award. Absentee awards are final.



National Qualifications 2013

Absentee Consideration Request Form

Name of Centre Fergus High School

Centre No 5349160

Tel No 0131 271 6747

Candidate Name Jamil Ali SCN 127864532 Date of Birth 28/11/1997

Reason for Absence Illness, See Medical Certificate enclosed

1 Course Name	2 Course Code	3 Grade/ Level	4 Element/ Paper	5 Examination Date	6 Tick if Evidence In medium Of Gaelic	Enclosed – please tick box					For Official Use	
						7 Evidence	8 Inst of Assess	9 Marking Inst	10 Cut off Scores	11 Medical Certificate	12 Notes	13 Recorded
<i>Philosophy</i>	<i>X073</i>	<i>12</i>	<i>1</i>	<i>30 May</i>		✓	✓	✓	✓	✓		

Member of Staff Responsible A B McNeill

Date 07.06.13



Absentee Evidence Flyleaf

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Evidence should be placed inside a completed Flyleaf on an individual candidate/Course basis.

Centre number

5	3	4	9	1	6	0
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Full name of centre

<i>Fergus High School</i>

Course/element name

<i>Philosophy</i>

Level

<i>Higher</i>

Forename

<i>Jamil</i>

Surname

<i>Ali</i>

Date of birth

Scottish Candidate Number

1	2	7	8	6	4	5	3	2
---	---	---	---	---	---	---	---	---

Day Month Year

2	8	1	1	9	3
---	---	---	---	---	---

Please also complete details on inside of flyleaf

National Qualifications 2013 – Absentee Consideration

Evidence items enclosed

Conditions under which evidence was generated				
	Assessment Date	Please tick where appropriate		
		Response to unseen questions/tasks	Under examination conditions without assistance	Without supervision and possible access to unauthorised materials
Instrument of Assessment	12/02/13		✓	
NAB Assessment (if appropriate)		✓		
Other (please specify e.g. additional assessment)				

	Enclosure Checklist:	Please tick to confirm materials enclosed
1.	Instrument of Assessment, including details of the sources *	✓
2.	Marking Instructions	✓
3.	Cut Off Scores used for marking	✓
4.	Evidence of NAB assessments for NQ courses (if appropriate)	✓
5.	Evidence in medium of Gaelic	

***Sources must be provided in a clearly identifiable manner for all questions included within the Instruments of Assessment submitted as alternative evidence (eg Question 1 = SQA Past Paper 2007, Question 7)**

Signed *A B McNeill*

Designation *SQA Co-Ordinator* Date *07 June 2013*



Absentee Consideration 2013

Centre Number	Centre Name

Instrument of Assessment

Including details of the sources

Sources must be provided in a clearly identifiable manner for all questions included within the Instruments of Assessment submitted as alternative evidence.

Failure to provide the sources of all questions will result in the evidence being rejected.

Listed below are examples of acceptable sources

Q1 = SQA Past Paper 2007 Q7
Q2 = SQA Past Paper 2006 Q3
Q3 = SQA Past Paper 2008 Q5 Adapted
Q4 = SQA past Paper 2006 Q5 Adapted
Q5 = Centre devised
Q6 = Commercial [Inserting Name of Company/Producer] Past Paper 2006 Q3

Sources must indicate where past papers (SQA or commercially devised) have been adapted. Centre devised refers to questions produced by the centre, not those which have been adapted from SQA or commercially devised past papers.

For guidance please refer to our publication **Estimates, Absentees and Assessment Appeals: Guidance on Evidence Requirements**.



Absentee Consideration 2013

Centre Number Centre Name

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Marking Instructions

Generic marking instructions are available for the following Courses and if used, are not required to be submitted. Please tick the appropriate box if generic marking instructions have been used.

Subject	Level	Paper	
Art and Design	SG	Expressive	<input type="checkbox"/>
English	SG	Writing	<input type="checkbox"/>
Gaelic (Learners)	SG	Writing	<input type="checkbox"/>
Gaidhlig	SG	Writing	<input type="checkbox"/>
English	Int 1 - H	Critical Essay	<input type="checkbox"/>
Modern Languages	Int 1 - AH	Writing	<input type="checkbox"/>
English	AH	All	<input type="checkbox"/>

If you have **not** used generic marking instructions, **you must** supply the Marking instructions used within this folder



Absentee Consideration2013

Centre Number **Centre Name**

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Cut off scores

STANDARD GRADE

Notional cut-off scores are: Bands 1, 3 & 5: 70%, Bands 2, 4 & 6: 50%

Please tick box below if you have employed notional cut-off scores for the course/level

Notional cut-off scores applied

NATIONAL COURSES

Notional cut-off scores are A: 70%, B: 60%, C: 50%

Please tick box below if you have employed notional cut-off scores for the course/level

Notional cut-off scores applied

If you have **not** used notional cut-off scores, **you must** supply details of those applied within this folder.