

Quality Assurance for Assessment Arrangements:

Frequently Asked Questions

Why has my centre been chosen?

The selection of centres is carried out on a random basis making sure that at least 1 Local Authority school, 1 Independent school and 1 college from each region have been selected.

What will happen with my current requests in the meantime?

Your access to the software for submitting AA requests will be temporarily placed on hold until the conclusion of your visit. During this time, if you wish to seek any advice regarding the arrangements that you are planning to request once your access to the system has been released again, or the current support that you are providing your candidate(s), you should contact the Assessment Arrangements team.

Can you choose another centre instead of mine?

No, the selection has been made and approved but we are flexible as to when we come to visit.

When will the visit take place?

Audit visits are likely to take place during September/October of each year and will involve a retrospective review of evidence to support your requests for assessment arrangements in the previous session's diet of examinations. There will also be general discussion regarding your proposed request submissions for the forthcoming diet.

How long will the visit take?

The length of the visit will vary depending on many factors, on average however we will be with you for about 3 hours.

Who should attend?

The Principal Teacher for Support for Learning and you, as the SQA Co-ordinator, and any other relevant members of staff. Subject teachers do not have to attend unless you think it's necessary.

What do I need to do in preparation for the meeting?

Please make sure that you have all the relevant evidence to hand for your requests for both the previous and the current examination diets. This doesn't mean that you have to have everything in one place, just that you know where it is and ensure that we can access it quickly, if required.

Will you look at evidence for all of our candidates?

Not necessarily – obviously, if you have a lot of candidates for whom assessment arrangements have been requested, we will not be able to discuss everyone. We will decide during our visit which specific candidate evidence we will look at, please ensure that you can access evidence for **all** your candidates.

Will you be able to approve my current requests during your visit?

No, we are visiting to look at your processes for managing requests for assessment arrangements and the evidence you have available to support your requests.

Will you be able to comment on the appropriateness of an arrangement for an individual candidate?

No, any queries regarding appropriateness of arrangements etc should continue to be discussed with the Assessment Arrangements team in Dalkeith (0131 561 6890)

If we discover any issues during our visit we will discuss these with you and make arrangements to come back and visit the centre again.

What is the reporting mechanism?

At the end of the visit, we will discuss our findings with you, this will form the basis of a report that is sent to the Assessment Arrangements Team and copied to you. At the end of the session copies of the report are sent to the Local Authority where appropriate.