

April 2014

To: **SQA Co-ordinators**



Direct line: 0345 213 6960
E-mail: estimates@sqa.org.uk

Dear Colleague

Submission of Estimates for National Courses and Project-based National Courses

I am contacting you with important information about the submission of estimates for National Courses and Project-based National Courses and would appreciate your support to ensure we work together to gather and process this information.

It is important that you submit estimates in line with SQA's published submission dates in order for us to provide an efficient back-up service. The estimates data that centres submit directly impacts on the completeness and accuracy of the certificated results issued to candidates in August. For example, centres will not be able to access the new Exceptional Circumstances Consideration Service for candidates unless valid estimates have been submitted.

To ensure validity and completeness of candidate data, we will send you reports identifying those candidates for whom we do not hold an estimate. We will do this on three separate occasions.

Reports	Issue date
Outstanding Estimates Report 1	Monday 5 May
Outstanding Estimates Report 2	Monday 19 May
Final Outstanding Report	Monday 2 June

Once you have received the reports, please arrange for any outstanding estimates to be submitted as quickly as possible. No further reports or follow-up of outstanding estimates will take place after 2 June 2014.

Amendments

If your centre is submitting by paper and you need to amend details that have already been submitted then please follow these steps:

- Contact our Data Services team to request a form (phone 0345 213 6960 or e-mail estimates@sqa.org.uk)
- Submit the amended details using the form provided by the Data Services team either by e-mail or by post to:
Data Services team
SQA
Lowden
24 Wester Shawfair
DALKEITH
Midlothian, EH22 1FD

You may find it helpful to send your submission by recorded post.

From 2 June 2014, electronic files will **not** be processed for National Course estimates (excluding Project-based National Courses).

Extenuating circumstances

We appreciate that, occasionally, unexpected circumstances may prevent a centre from submitting an estimate before the final report is produced on 2 June. In this case, please follow these steps:

- Contact our Data Services team to request a form (0345 213 6960 or estimates@sqa.org.uk)
- Submit any outstanding estimates using the form provided by the Data Services team.
- Enclose a letter from your Head Teacher/Principal detailing the extenuating circumstances for the late submission of the estimate.

Our processes do not permit the late processing of data without an explanation from the Head Teacher/Principal. Estimates that are received late and without an explanation will not be processed. Please avoid this situation by including a cover letter.

- Please send your submission to the Data Services team either by e-mail or by post to the above address.

Changes on the day of the exam

If a candidate who is entered for a National Course changes qualification level on the day of the exam then you need to submit an estimate for the new level.

If the examination day falls after Friday 30 May 2014, please follow the extenuating circumstances steps above.

There is a significant amount of important information contained in this communication so if you have any questions or require clarification of any point please contact our Data Services team. They will be happy to help you.

Thank you for your support in helping to ensure the completeness and validity of candidate data for the 2014 examinations.

Yours faithfully

Rhona Wright
Head of Operations
Assessment and Data Services