Calendar of Key Dates:
Home Economics and Hospitality

Please note that all dates within this document are subject to change on a yearly basis and only provide an approximate guideline. For exact dates please consult the Operational Help Centre.

August

Date	SQA	Centre
August	PBNC (August completion date) Visiting Assessment to take place for Visiting Assessment Type 1	Centres to receive PBNC (August completion date) Visiting Assessment Type 1
August	PBNCs (May completion date) certification month	
Late July	SQA to issue NQ results data to centres in electronic format or via SEEMIS	Centre Helpline opens and operates for three weeks
Early August	SQA to issue NQ results summary to centres (paper version)	
Early August	SQA to issue notification of NQ results to candidates	
Early August	SQA to issue Appeals Request Form and associated stationery to centres (for submission of Stage 1 Appeals)	
Mid-August	SQA to issue details of outstanding results for Units with completion dates up to July	
Late August	Final deadline for SQA to receive Stage 1 Appeals from centres	Final deadline for centres to submit Stage 1 Appeals
Late August	SQA to issue Examination Timetable	
Late August	SQA to provide reference data (e-mail or disk) to centres via Management Information Systems suppliers	This allows centres to update their MIS files to reflect current approval status
End of August	SQA to issue Stage 1 Appeals Confirmation Report SQA to issue Appeals Request Form and associated stationery to centres (for submission of Stage 2 Appeals)	Centres to submit outstanding results for Units with completion dates up to July

September

Date	SQA	Centre
September		Final deadline for PBNC (August completion date) Units contributing to the Course
Early September	SQA to issue PBNC (November completion date) cumulative entries	
Early September		Final deadline for centres to submit PBNC (August completion date) projects to SQA for marking
Mid-September	SQA to submit PBNC (August completion date) Eligibility Reports showing missing Unit results	
Mid-September	Final deadline for SQA to receive Stage 2 Appeals	Final deadline for centres to submit PBNC (May completion date) requests for Appeals: Intermediate 2
Mid-September		Final deadline for centres to submit PBNC (November completion date) entries (Courses and Units)
Mid-September		Final deadline for centres to submit PBNC (August completion date) completed Ex 6s (VA type 1 and 2) and Estimate forms
Mid-September	SQA to issue urgent Appeals results	
Mid-September	SQA to issue Stage 1 Appeals confirmation report	
Late September	SQA to issue Stage 2 Appeals results with feedback to centres	
End of September	SQA to publish Intermediate 1/2 and Higher briefs on SQA's website	
End of September	SQA to issue PBNC (November completion date) documentation (stationery, Ex 6s, Estimate Forms)	

October

Date	SQA	Centre
October	PBNC (August completion date) Visiting Assessment to take place for Visiting Assessment Type 2	Centres to receive PBNC (November completion date) Visiting Assessment Type 2
Mid-October	SQA to issue PBNC (November completion date) Eligibility Reports showing any missing Unit entries	
October through to mid-November		Centres to provide entry information on Courses, Units and, where appropriate, External Assessments. Level and completion date must be specified. If Units contribute to National Courses, at least one of the Units requires a completion date of March. Within 10 working days, SQA will progress the entries and send a processing report.
End of October	Close of Appeals	

November

Date	SQA	Centre
November	PBNC (August completion date) Certification month	
November	PBNC (November completion date) Visiting Assessment to take place for Visiting Assessment Type 1	Centres to receive PBNC (November completion date) Visiting Assessment Type 1
Early November	SQA to issue invitations to Markers	
Mid-November	SQA to issue Stage 2 Appeals with feedback to centres	
Late November	Issue of SQCs to candidates	

December

Date	SQA	Centre
December	Last completion date for PBNC (November completion date) Units contributing to the Course	
Early December	SQA to issue PBNC (February completion date) cumulative entries report	
Early December	SQA to send out reports confirming Course entries and incomplete National Course profiles (missing Unit entries)	
Early December	SQA to issue post-Appeals statements of results to centres (electronic and paper versions)	
Early December		Final deadline for centres to submit PBNC (November completion date) projects to SQA for marking
Early/mid-December	SQA to publish Home Economics/Hospitality Update Letter on SQA's website	
Mid-December	SQA to issue PBNC (November completion date) Eligibility Reports showing missing Unit results	
Mid-December		Final deadline for centres to submit PBNC (February completion date) entries (Courses and Units)
Mid-December		Final deadline for centres to submit PBNC (August completion date) requests for Appeals
Mid-December		Final deadline for centres to submit PBNC (November completion date) Ex 6s (VA type 1 and 2) and Estimate forms
Mid-December		Final deadline for centres to submit PBNC (November completion date) Estimates — all Int 2 and Higher Courses

January

Date	SQA	Centre
January	PBNC (February completion date) Visiting Assessment to take place for VA Type 2	Centres to receive PBNC (February completion date) Visiting Assessment Type 2
Early January	SQA to issue PBNC (February completion date) documentation (stationery, Ex 6, Estimate forms)	
Mid-January	SQA to issue PBNC (February completion date) Eligibility Reports showing any missing Unit entries	
End of January	SQA to issue Hospitality briefs on the website: Practical Cookery (Int 1 and Int 2), Professional Cookery (Int 2 and Higher),and General Operations (Int 2)	
End of January		Centres to ensure SQA holds all Course and Unit entries for candidates at the correct level to be assured of examination stationery
Late January through to mid-March	SQA to issue notification of Visiting Verification of Home Economics to selected centres no later than four weeks before the period of Verification. If no notification has been received at this point, centres have not been selected for Verification	Centres to receive Visiting Verification of Standard Grade Home Economics
End of January		Deadline for centres to request adapted question papers.

February

Date	SQA	Centres
February	PBNCs (November completion date) certification month	
February	PBNC (February completion date) Visiting Assessment to take place for Visiting Assessment Type 1	Centres to receive PBNC (February completion date) Visiting Assessment Type 1
Mid-February	SQA to issue stationery for the submission of all externally-assessed Coursework (includes submission date details)	
Late February		Centres should ensure that candidates are entered for the correct National Qualifications at the appropriate levels
End of February	SQA to issue Verification Sample Form VS00 detailing Intermediate 1 Hospitality and Intermediate 1 and 2 Home Economics Visiting Verification selections for March events	
Late February	SQA to issue Verification Selection Report VS01 detailing Central Verification selections for April/May events	
Late February		Centres should inform SQA of any alternative external assessment accommodation arrangements required for candidates.
End of February	SQA to issue forms to collect Estimates and Internal Assessment grades for SG Courses and NCs	

March

Date	SQA	Centre
March		Final deadline for centres to complete PBNC (February completion date) Units contributing to the Course
Early March	SQA to issue PBNC (May completion date) cumulative entries report	
Early March		Final deadline for centres to submit PBNC (February completion date) projects to SQA for marking
Mid-March	SQA to issue PBNC (February completion date) Eligibility Reports showing missing Unit results	
Mid-March through to early April	SQA to issue notification of Visiting Verification of Intermediate 1 Home Economics to selected centres no later than four weeks before period of Verification. If no notification has been received at this point, centres have not been selected for Verification	Centres to receive visiting Verification of Intermediate 1 Home Economics
Mid-March		Final deadline for centres to submit PBNC (May completion date) entries (Courses and Units)
Mid-March		Final deadline for centres to submit PBNC (February completion date) Ex 6s (VA type 1 and 2) and Estimate forms
Late March		Centres to submit Home Economics SG internal assessment grades for Practical and Organisational Skills
Late March		Final deadline for centres to submit PBNC (November completion date) requests for Appeals
Late March		Final deadline for centres to submit Standard Grade Home Economics flyleafs/submission notes/attendance registers/internal assessment marks and estimates (internal assessments and estimates can be submitted electronically at a later date)

March (cont)

Date	SQA	Centre
End of March	SQA to issue PBNC (May completion date) documentation (stationery, Forms Ex 6, Estimate Forms)	
Up to end of March		Final deadline for centres to submit withdrawals for NQs without incurring an extra charge
Late March to mid-May	SQA to issue notification of Visiting Verification to selected centres no later than four weeks before period of Verification. If no notification has been received at this point, centres have not been selected for Verification	Centres to receive Visiting Verification for Hospitality: Professional Cookery (Int 2 and Higher), General Operations (Int 2) and Practical Cookery (Int 1 and 2)
Up to end of March		Final deadline for centres to submit requests using the new integrated software for assessment arrangements for candidates with additional support needs

April

Date	SQA	Centre
April	PBNC (May completion date) Visiting Assessment to take place for VA Type 2	Centres to receive PBNC (May completion date) Visiting Assessment Type 2
Mid-April	SQA to issue examination stationery for main diet	
Mid-April		Final deadline for centres to submit (on paper forms) Estimates Int 1, Int 2, Higher and Advanced Higher
Mid-April	SQA to issue PBNC (May completion date) Eligibility Reports showing any missing Unit entries	
Late April		Final deadline for centres to submit Estimates (electronic) Int 1, Int 2, Standard Grade, Higher and Advanced Higher
End April	SQA to issue main Diet Attendance Registers (Ex 6)	
April	PBNC (May completion date) Visiting Assessment to take place for VA Type 2	Centres to receive PBNC (May completion date) Visiting Assessment Type 2

April (cont)

Date	SQA	Centre
Late April		Final deadline for centres to submit Attendance Registers and Practical Assignments — Hospitality General Operations Int 2 Attendance Registers and Written Assignments
End of April		Centres to submit Home Economics all contexts Int 1 Attendance Register (Ex 6) and Practical Assignments
End of April		Centres to submit Home Economics all contexts Int 2 Attendance Register (Ex 6) and Tech Projects
End of April		Centres to submit Home Economics all contexts Higher Attendance Register (Ex 6) and Tech Projects
End of April		Centres to submit Home Economics all contexts Int 1 internal assessment marks for implementing
End of April		Centres to submit Home Economics Advanced Higher Attendance Register (Ex 6) and dissertations
End April		Final deadline for centres to submit any necessary changes to Estimates using the Estimate-Amendment form
End of April		Centres to submit Coursework (where required) for National Courses for external assessment
End of April		Selected centres to submit Central Verification material for designated National Courses (May completion date) as detailed in Verification Selection Report VS01

May

Date	SQA	Centre
May	PBNC (May completion date) Visiting Assessment to take place for Visiting Assessment Type 1	Centres to receive PBNC (May completion date) Visiting Assessment Type 1
May	PBNCs (February completion date) Certification month	
Early May–early June	NQ diet of examinations	NQ diet of examinations
Early May–Mid-June		Centres to submit requests for Absentee consideration for NQ diet of examinations (within seven days of exam concerned at the latest)
Mid-May		Final deadline for centres to submit internal assessment marks for Hospitality Practical Assignment
Mid-May		Final deadline for centres to submit outstanding Unit results for candidates with examination-based National Course entries
End of May	SQA to issue PBNC (August completion date) Cumulative Entries Report	
End of May	SQA to issue reports including details of missing Unit entries/results/missing internal assessment marks for Courses	Centres will require to act on these reports

June

Date	SQA	Centre
June		Final deadline for centres to submit PBNC (May completion date) Units contributing to the Course
Beginning of June		Final deadline for centres to submit PBNC (May completion date) projects to SQA for marking
Early/mid-June	SQA to publish Home Economics/Hospitality Update Letter on SQA's website	
Mid-June	SQA to issue PBNC (May completion date) Eligibility Reports showing missing Unit results	
Early- June		Final deadline for centres to submit changes to Unit results and internal assessment marks for Courses (changed as a result of Verification)
Mid-June		Final deadline for centres to submit PBNCs (May completion date) Ex 6s (VA type 1 and 2) and Estimate forms
Mid-June		Final deadline for centres to submit PBNC (August Course completion) entries (Courses and Units)
Late June		Final deadline for centres to submit PBNCs (February completion date) Appeals

July

Date	SQA	Centre
July	PBNC (August completion date) Visiting Assessment to take place for Visiting Assessment Type 2	Centres to receive PBNC (August completion date) Visiting Assessment Type 2
Early July	SQA to issue PBNC (August completion date) documentation (stationery, Ex 6s, Estimate forms)	
Mid-July	SQA to issue PBNC (August completion date) Eligibility Reports showing any missing Unit entries	