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Introduction

This guide is intended to provide information to staff in centres on the interaction between centres and the SQA. You can make copies of this guide or, if you prefer, you can download it from www.sqa.org.uk. It is also available via SQA.Net Navigator.

Note: If you use a software system to exchange data with SQA, you should also refer to instructions and manuals provided by your supplier. In particular, you should refer to instructions on amending data, as the approach can vary depending on the system being used. While our processing teams will always be happy to help you with your operating queries, please in the first instance contact your software supplier's helpline for technical enquiries about data submissions.

1 Contact details for main procedures

Procedure	Telephone	E-mail
SQA Customer Contact Centre	0845 279 1000	customer@sqa.org.uk
Data Protection	0141-242 2218	data.protection@sqa.org.uk
Approval issues (both centre and qualification)	0141-242 2122	linda.kirk@sqa.org.uk
Candidate Registration procedures	0131-561 6955	national.qualifications@sqa.org.uk
Entries procedures	0131-561 6955	national.qualifications@sqa.org.uk
Submission of Unit Results	0131-561 6955	national.qualifications@sqa.org.uk
Submission of Estimates (National Qualifications)	0131-561 6955	national.qualifications@sqa.org.uk
Submission of internal assessment marks (National Courses)	0131-561 6955	national.qualifications@sqa.org.uk
Invigilation arrangements	0131-561 6860	moira.young@sqa.org.uk
Question Paper supplies	0131-561 6815	clare.hickson@sqa.org.uk
Examination Stationery supplies	0131-561 6859	marlyn.davidson@sqa.org.uk
Forms Ex6 (Attendance Registers)	0131-561 6860	liz.beavon@sqa.org.uk
Awards Reporting	0141-242 2335	esocr@sqa.org.uk
Assessment Arrangements (SEN, ESL, Absentee Candidates etc)	0131-561 6733	ellen.aitken@sqa.org.uk
Assessment Appeals	0131-561 6733	ellen.aitken@sqa.org.uk
Replacement Certificates	0141-242 2418	certification@sqa.org.uk
Examination timetable	0131-561 6860	sandra.bonilla@sqa.org.uk
Moderation	0141-242 2396	ellen.flynn@sqa.org.uk
Project-based National Courses (results processing)	0131-561 6873	national.qualifications@sqa.org.uk
Project-based National Courses (visiting assessment arrangements)	0131-561 6888	anna.greig@sqa.org.uk
Project-based National Courses (external marking)	0131-561 6903	sheila.anderson@sqa.org.uk
Scottish Group Awards	0141-242 2315	mary.mcarthur@sqa.org.uk
Core Skills	0141-242 2319	margaret.tierney@sqa.org.uk
Scottish Credit and Qualifications Framework	0141-242 2268	lynn.tully@sqa.org.uk

2 Your Customer Account Manager

SQA has a team of Customer Account Managers who look after schools in a geographical area. Every school has a dedicated Customer Account Manager whose job is to:

- ◆ advise schools and education authorities about all SQA qualifications, policies and operational procedures
- ◆ work with schools to increase their staff's knowledge and understanding of SQA and our qualifications
- ◆ provide advice and support on all qualifications that are relevant to the needs of schools
- ◆ put schools in contact with specialist SQA staff and services
- ◆ pass on feedback to colleagues in SQA as appropriate

You may find it helpful to record the details of your Customer Account Manager below for easy reference.

Customer Account Manager	_____
Contact telephone number	_____
Mobile	_____
Fax	0141-242 2244
E-mail	_____@sqa.org.uk
Administration Team	0141-242 2159

3 Data protection



It is essential that we collect personal information about candidates — for example, we need names to print on certificates, addresses to post the certificates to, and dates of birth to distinguish between candidates with similar names.

We also hold details of candidates' achievements so that we can issue certificates. Candidates undertaking any SQA qualifications must supply these personal details to us via the centre.

Access to this information is strictly controlled, but we share it within the education and training community when this is appropriate. For example, centres get details of their candidates' examination results, and we supply details of the achievements of university applicants to UCAS. We also supply the Scottish Executive with data for statistical analysis and we release data for official surveys.

We do not provide information to organisations involved in direct marketing or similar ventures.

We are registered with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Our Registration Number is Z5781759 and the information can be viewed on www.dataprotection.gov.uk along with other information about data protection.

We abide by the eight Data Protection principles, and we require that all those who supply or use data also adhere to these principles.

We expect centres to take care both in the collection of data for transmission to SQA and in the dissemination of data from SQA. We offer the following guidance:

- ◆ Candidates should be aware that their personal details are being given to us. This is particularly important where candidates themselves are not completing SQA paper forms. In many cases, the information is supplied from your computer systems and candidates may not be aware that their details are being passed on.
- ◆ You should exercise care when releasing personal information supplied by us. We intend this information for your centre's internal use only. Information your centre has obtained from SQA must not be used for marketing purposes or any other purpose which could be reasonably objected to by a candidate.
- ◆ Your centre should be appropriately registered with the Information Commissioner.

Candidates have a right of access to the data we hold about them. In general, parents and others do not have right of access under the Data Protection Act, so all applications must come from the candidate. There's a copy of our application form at the end of this section.

Some of the information SQA gathers is held indefinitely, for example the final results for Units, Courses and Group Awards. There is also some information which is held on a temporary basis. This relates mainly to the marks for individual examination papers, which are normally destroyed after the end of the appeals process, when the examination scripts are also destroyed.

Under the Data Protection Act, all access requests should be responded to within 40 days. However, this requirement does not apply if it would require us to release examination results before the normal publication date. In such cases the request will be actioned after the examination results have been published.

We charge £10.00 for providing details following a subject access request.



Scottish Qualifications Authority

Request for access to personal information

1 Complete the following sections

Full Name	
Address	
Street	
Town/City	
Postcode	
Date of Birth	
Scottish Candidate Number	

I request access to my records under the terms of the Data Protection Act (1998)

Signed:

Date:

2 Enclose a cheque for £10, payable to SQA.

3 Return to:

Data Protection Officer
 Scottish Qualifications Authority
 Hanover House
 24 Douglas Street
 GLASGOW
 G2 7NQ

4 Freedom of Information

The Freedom of Information (Scotland) Act 2002 gives a general right of access to all types of recorded information held by Scottish public authorities, subject to certain exemptions. In compliance with Section 23 of the Act, SQA have adopted a Publication Scheme setting out the classes of information we publish, or intend to publish, the manner in which we intend to publish the information and whether a charge will be made for the information.

More information on SQA's policy under the Freedom of Information Act is available via our website at www.sqa.org.uk.

5 Catalogues, approval files and reference data

The *Catalogue of National Qualifications* is issued annually — usually in March or April — for the forthcoming session. The catalogue lists titles and codes for all current National Qualifications: Courses, Clusters, Standard Grades, Scottish Group Awards and free-standing National Units. It also includes information relating to the credit values of Units, the Moderation Groups to which Units are allocated and Superclass categories.

A report is distributed with the catalogue, providing information about Units that are new or have been revised since the publication of the previous edition of the catalogue. Another report also includes information about the approval implications for new or revised Units. All Course arrangements documents, Unit specifications and Scottish Group Award specifications, are contained on the *National Qualifications* CD-ROM. The documents also appear on the SQA's website (www.sqa.org.uk).

The handbook *Conditions and Arrangements for National Qualifications* is also updated and re-issued annually. The handbook provides a general overview of conditions, arrangements and procedures under which SQA carries out its functions in awarding National Qualifications and includes a summary of the arrangements for each National Qualification. You should refer to the *National Qualifications* CD-ROM for full details of Course arrangements.

Each session, your centre will receive an individual file of the qualifications (Courses/Clusters/Group Awards/Units) that you are currently approved to offer. The file will list:

- ◆ product type, (eg N-HS — National Qualification)
- ◆ qualifications code (eg D36H)
- ◆ qualification level (eg 10)
- ◆ title (eg Work Experience)
- ◆ finish date (if applicable)
- ◆ credit value
- ◆ superclass (2 alpha-digit code — Units only)
- ◆ moderation group of each qualification
- ◆ SCQF level
- ◆ SCQF points

Please note, if you:

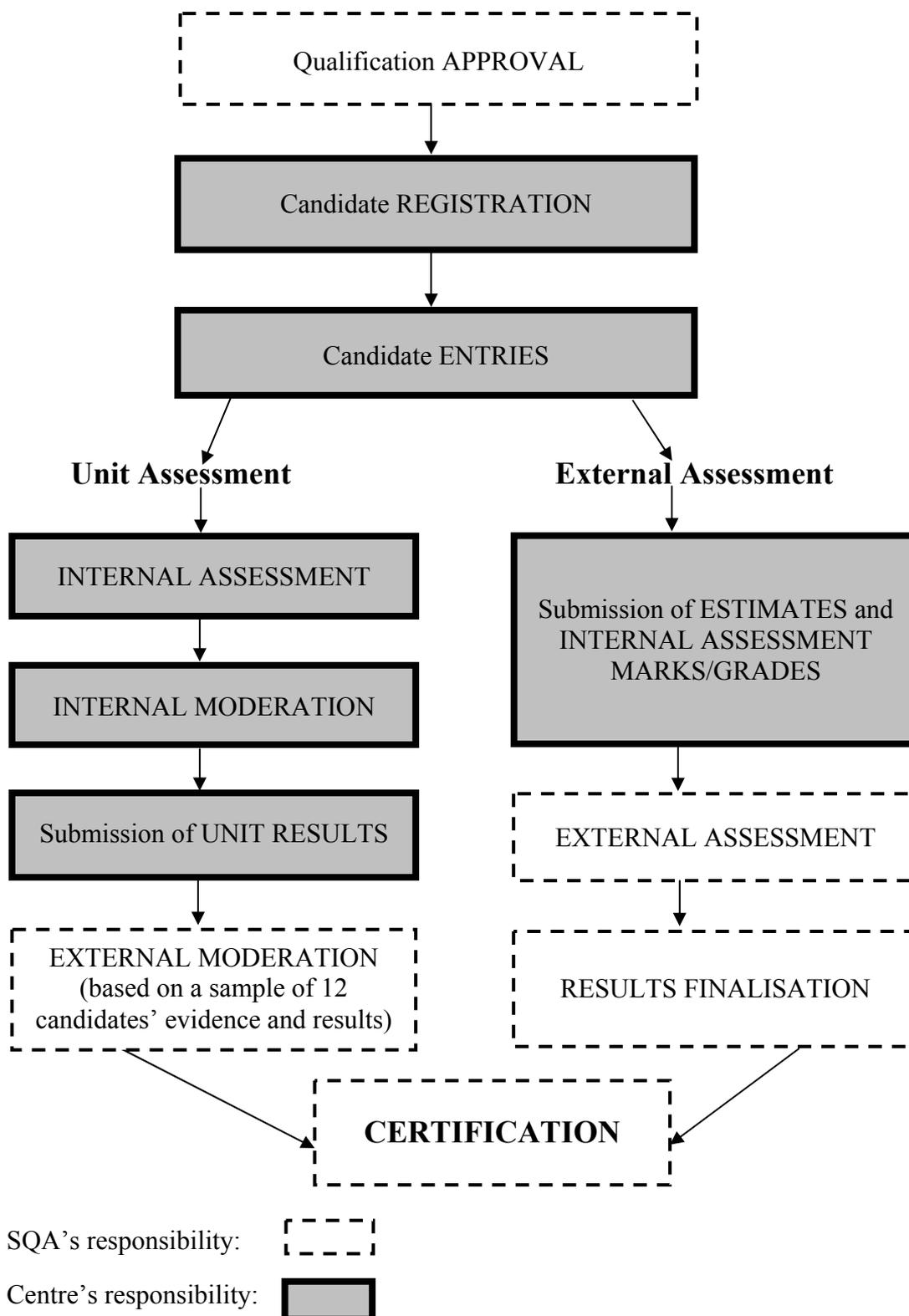
- ◆ use either the SEEMIS or Phoenix system, your Approval file will come directly from your software supplier
- ◆ use an electronic-based system other than SEEMIS or Phoenix, your Approval file will be e-mailed to your SQA Co-ordinator directly from SQA — a covering letter explaining the content will also be attached
- ◆ are a ‘paper-based’ centre, your Approval file will be sent to your SQA Co-ordinator on floppy disk — a covering letter explaining the content will also be attached

Your Approval file should be used to help you identify what your centre is approved to offer for the current session — the file will only contain ‘Live’ qualifications. It will also enable your centre to send entries and results electronically. Please contact our Approval section for details about how to gain approval for any additional qualifications your centre wishes to offer.

Approval files will usually be issued around the start of each session. It is your responsibility to update your Approval file on your MIS when you become approved to offer additional qualifications. Notification of approval will come from our Approval Section. For guidance on how to update your MIS you should contact your software supplier.

A complete electronic copy of reference data will be sent to each software supplier. This is essentially an ‘electronic catalogue’ of all our qualifications which have not yet lapsed (ie for which we will still accept entries). If you want to be approved for any of the qualifications in this catalogue, you must follow our approval procedures.

6 The route to certification for National Qualifications



The certification process relies on both centres and SQA fulfilling their responsibilities at particular times throughout the year.

6.1 The processes involved

6.1.1 Qualification approval

Before attempting to enter candidates for a National Qualification, you should ensure that your centre has approval for the subject. You can do this by contacting SQA's Approval Section on 0141-242 2122 or by checking your approval list on SQA.net. For further information see the *Guide to Assessment and Quality Assurance for Secondary Schools*.

6.1.2 Registration

Registration is the process by which prospective candidates have their personal details and Scottish Candidate Number (SCN) recorded by the centre and passed to SQA. A candidate should only be registered once. Every effort should be made to ensure that no candidate has more than one SCN. (See section 9 for further information).

6.1.3 Candidate entries

'Entry' is the process by which centres indicate which qualifications candidates are aiming to achieve and the expected completion date of the qualification. For National Courses the centre notifies SQA of the Course Code and Level and the Unit Code(s) and Level(s). For Standard Grade only the Course Code and Level is required. (See section 10 for further information).

6.1.4 Internal assessment

Internal Assessment refers to candidate's work which is evaluated by the centre and which contributes to an award. For more information see the *Guide to Assessment and Quality Assurance for Secondary Schools*.

6.1.5 Internal moderation

Internal moderation is the quality assurance process carried out by the centre to ensure that standards of delivery and assessment are being maintained over time.

6.1.6 Submission of Unit results

Submission of Unit results is the process by which centres inform SQA of Unit results so that these can be added to the candidates' records. (See section 11 for further information).

6.1.7 External moderation

External moderation is the quality assurance process carried out by SQA to ensure that national standards in internal assessment are being maintained.

6.1.8 Estimates

Centres provide SQA with estimates of each candidate's likely achievement in Standard Grade elements and in National Courses. Estimates are essential for absentee consideration, the Derived Grade process and for assessment appeals. If there is no estimate, no absentee claim or appeal can be considered and no Derived Grade will be awarded

Some Courses do not require estimates — please see *Conditions and Arrangements for National Qualifications*.

6.1.9 External assessment

External Assessment is judgement carried out by SQA on, for example, question paper, project, folio, coursework or visiting examination of a performance. Each subject has specified external assessment arrangements. For further information see *Conditions and Arrangements for National Qualifications*.

6.1.10 Results finalisation

The processing of internal and external results, incorporating quality assurance checks, carried out by SQA to determine a candidate's final award.

6.1.11 Certification and awards reporting

Certification is the production and issue of certificates to candidates. Awards reporting is the intimation of results to centres.

7 How to submit data to us

We recommend submitting data electronically. Centres normally compile data for submission using a Management Information System (MIS) provided by one of the major software suppliers. We will accept data from any such source, provided it is compiled in accordance with our file format requirements. There are details of our requirements in the booklet *Guide to Data Exchange* which is available from our Customer Contact Centre (telephone: 0845 279 1000) or by download from www.sqa.org.uk.

Once an electronic file has been compiled for submission, it can be sent to us:

- ◆ by File Transfer using SQA.net
- ◆ as an e-mail attachment (send to: national.qualifications@sqa.org.uk)
- ◆ by File Transfer (system used by SEEMIS centres)

SQA.net

SQA.net is an online service that we provide free of charge to allow centres to access information we hold on, for example, approved groupings and Units for your centre, group frameworks, and SCNs, achievements and entry status of candidates.

You can send Registrations, Entries and Results via the file upload facility on SQA.net for direct entry onto the system.

SQA.net will continue to develop and we will notify you of any changes as and when they occur. If you require further information on SQA.net, please contact your Customer Account Manager.

Once your centre has opted to submit data to us electronically, we will assume that, where the option is available, all data will be sent to us in this format. We will not issue paper Unit results forms to centres who intend to submit their results in an electronic file.

If you have any queries about submitting data, you can contact Data Management — National Qualifications by telephone on 0131-561 6955.

- ◆ For more about submitting Registration details see section 9 of this guide.
- ◆ For more about submitting Entry details see section 10 of this guide.
- ◆ For more about submitting Unit Results see section 11 of this guide.

8 How to check the data you have sent us

When you submit Registrations, Entries and Results to us, you will receive a Processing Report listing the transactions. This report lists all successes and failures in transmission of the data, and you'll have to review the information and re-submit data where necessary. The diagram below shows an extract of a Processing Report. In this example the centre should review the information, correct any anomaly and re-transmit the data.

Important:

With the new faster, automated method of data exchange there are no longer any clerical checks carried out on file sequencing. You should ensure that files are submitted in the correct sequence and must check via SQA.net that a candidate registration has been successful before submitting an entry for that candidate. If you wish to update entry information, this can only happen after the entry has been successfully created and confirmed.

Global Summary												
entity	total records	successes	failures									
Registrations	5	4	1									
Summary (Registrations)												
total records	successes	failures										
5	4	1										
Registrations (Errors)												
Surname	Forename	SCN	DoB	Sex	Stage	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Post Code	Country	Error
Brown	John	12345678	01/01/1990	m	7	1 High Street	Anytown			AZ1 1ZA		R082 - A candidate with the same surname, first initial of forename, date of birth and gender combination already exists.
Registrations (Successes)												
Surname	Forename	SCN	DoB	Sex	Stage	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Post Code	Country	
Test	Andrew	12345680	01/04/1990	m	3	2 High Street	Anytown			AZ1 1ZA		
Test	Mary	12345681	02/04/1990	f	3	3 High Street	Anytown			AZ2 2ZA		
Test	John	12345682	03/04/1990	m	3	4 High Street	Anytown			AZ1 1ZA		
Test	Anne	12345683	04/04/1990	f	3	5 High Street	Anytown			AZ2 2ZA		

9 Registering candidates and updating registration details

9.1 General

Registration, for any individual, is a once-only process in which we are given the Scottish Candidate Number (SCN) and personal details of prospective candidates who have not previously been registered. Candidates must be registered before being entered for any SQA qualifications.

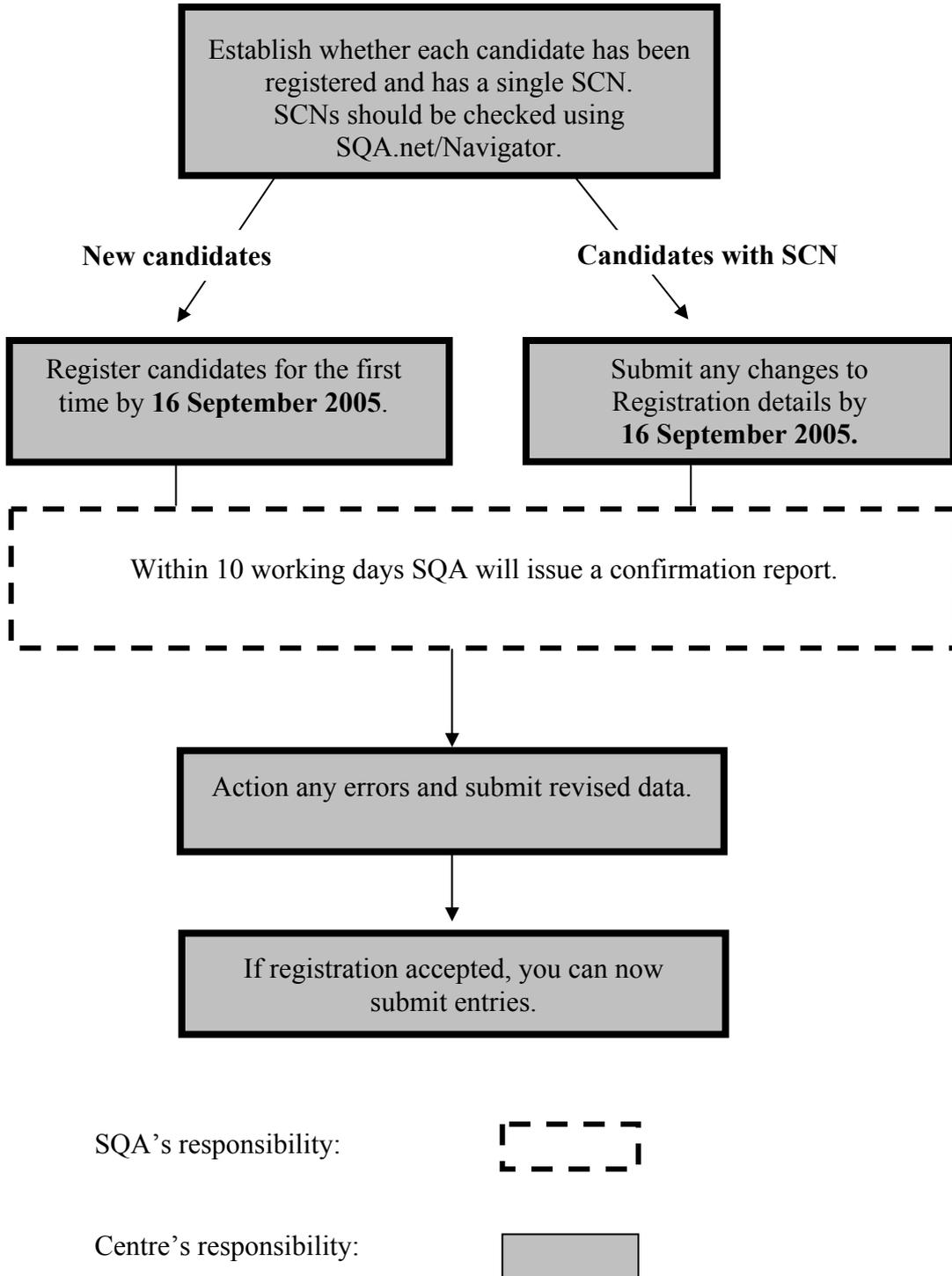
When we receive the registration details, a unique record is created on our system which maintains details of the candidate's SQA achievements. This means that it is imperative that the details are held under a single SCN. This is the only way a candidate will get the maximum benefit from the Scottish Qualifications Certificate, which is a single record of all SQA qualifications achieved by the candidate.

If you find that a candidate has more than one SCN you should tell us immediately. The SCNs will then be merged so that all the candidate's achievements are held on a single record. We check all new records to make sure that candidates are not registered twice — where we think there may be a duplicate registration, we will provide you with details so you can investigate the matter further with the candidate.

It is your responsibility to ensure that duplicate registrations do not occur.

Our system will automatically reject entries for candidates who have not been registered.

9.2 Registering candidates



Contact Data Management — National Qualifications on 0131-561 6955 if you have queries about the Registration process.

9.3 Scottish Candidate Numbers

Each candidate being entered for SQA qualifications must be registered with SQA and have been allocated a unique nine-digit Scottish Candidate Number (SCN). Centres will normally allocate this number from a block of numbers that have been supplied by SQA. If you need additional blocks of SCNs, email: scn.allocation@sqa.org.uk, or telephone 0131-561 6955.

When a new candidate comes to your centre, there are a number of ways you can check to see whether he or she has already been registered with SQA:

- ◆ ask the candidate
- ◆ check SQA.net/Navigator
- ◆ check references on certificates previously issued by SQA (and by SCOTVEC since 1984 and by SEB since 1995)
- ◆ contact the school which the candidate previously attended
- ◆ contact us directly if you are in doubt about a candidate's details

When we receive registration data from centres we carry out a number of checks to ensure that SCNs have been allocated correctly. If there is someone on our records with the same key details (first initial, surname, date of birth, and gender) as your candidate, we will reject the registration and bring the matter to your attention. It will then be your responsibility to establish whether or not the same individual is being registered for a second time. If a new candidate is to be registered it **must** be done by flagging as 'process by exception'.

Registrations should be completed by 16 September 2005.

9.4 How to submit registration details

Registrations and updates to candidates' personal details can be submitted either electronically (using the approved file formats) or on the paper form provided. The **Candidate Registration/Update Form (CR00)** can be used either for new registrations or to update a candidate's record. It should be sent to Data Management National Qualifications.

There are details about electronic submission of data in the *Guide to Data Exchange*.

If you do not use the approved electronic file format or paper forms for registrations, your registration data will be rejected.

9.5 Changes to registration details

It is possible that some of the information about candidates which has been provided to us on initial registration will change over time, eg a candidate's address. To ensure that certificates are posted to the correct address, you should notify us of any changes as soon as they come to your attention.

If you are submitting significant changes to a candidate's name, you must carry out appropriate checks by asking the candidate to provide written notification, including the relevant legal documentation, to support the requested change, eg birth certificate, adoption papers, marriage certificate, divorce papers.

You can submit changes electronically or by using the **Candidate Registration/Update Form (CR00)**.

It is our policy that candidates will be issued with certificates showing the name under which they were registered when they took the qualification. We discourage name change requests after certification.

For minor misspellings, candidates will be asked to return their certificate to SQA and an amended replacement certificate will be produced and despatched free of charge. If a candidate returns a certificate to us with an indication that their name is incorrect and that this is something you had known about but had not conveyed to SQA, we will seek confirmation of the name change from you before re-issuing a certificate. We will also seek your agreement that your centre will pay the fee of £24.75 for issuing the replacement certificate.

9.6 What we do with the information you send us

After we have processed the data, we will send you a report within 10 working days which confirms the number and details of registrations/registration updates received, those successfully created, and those rejected (if any).

9.7 What to do if we notify you of errors

The candidate registrations you submit to us will be subject to a number of validation checks. If any data fails these checks, your processing report will show the reasons for the rejection. If there are errors in your processing report you must review the case(s) and re-submit the correct information for the candidates concerned. This should be actioned by return if possible. We will process the amended information on receipt, subjecting it to the same validation checks as the original submission. All data errors are identified by error codes, which are listed in Appendix 6 of the *Guide to Data Exchange*. For an example of a processing report, see section 8.

9.8 Who to contact if you have any questions on registration

The Data Management team in Dalkeith can help you with the procedures for registering candidates with SQA.

Tel: 0131-561 6955

Email: [**national.qualifications@sqa.org.uk**](mailto:national.qualifications@sqa.org.uk)

10 Candidate entries

10.1 General

Before you submit an entry you must ensure that the candidate concerned has been registered with a valid Scottish Candidate Number (SCN). In addition, you should ensure that your centre has been approved to offer the relevant National Qualification before attempting to enter candidates.

If you require approval from SQA for any National Qualification for which candidates expect August certification, you must have received approval by **11 November 2005**.

10.2 Age and Stage Regulations

From the academic year 2005/6 the regulations governing Age and Stage have been updated. There is guidance on this in the Joint Arrangements documentation and in *Conditions and Arrangements for National Qualifications*. For more information please refer to either of these sources.

10.3 How to submit candidate entries

Key points:

- ◆ Entries must come from SQA approved centres — they cannot be submitted by candidates.
- ◆ The only identifying candidate information required by SQA is the SCN and date of birth.
- ◆ Entry information can be submitted to us either electronically using the approved file formats or on the paper **Entry Creation Form (EC01)**.

There is detailed guidance on the electronic submission of data in the *Guide to Data Exchange*, which you can find on our website: www.sqa.org.uk.

When entries have been processed, we will send you a processing report. You can also confirm the candidate information we hold by logging onto SQA.net.

10.4 Target dates

For candidates who wish to take examinations in May/June 2006, entries for Standard Grades and National Courses should be submitted between **3 October and 11 November 2005**.

10.5 Information we require

10.5.1 National Courses

For National Courses, each entry consists of a **Course** and the **level** of the Course and **Unit Codes**. See *Conditions and Arrangements for National Qualifications* to establish the number of contributing Units and their codes. You must provide completion dates for Course and Unit entries. The Course completion date must be May, and the Unit completion dates can be any time up to and including June.

When you enter a candidate for a Course, enter the C-code only (our ‘entry codes’ for National Courses all begin with a C). You should not enter the external assessment code (the ‘X-code’) — this will be automatically generated by SQA when the Course entry is created.

You may enter a candidate for a Course at one level only. A second entry at a different level will be rejected (see section 10.12 for further information).

All component parts of an external assessment, eg externally assessed coursework or internal assessments, must be submitted at the same level as the external examination and must be at the same level as the Course entry.

10.5.2 Unit entries

As well as entering a candidate for a Course, you must provide details of **all** the contributing Units (‘D-codes’) which the candidate will need to achieve the Course.

If you submit data electronically, your system may have been set up to enter the contributing Units automatically; you should check this before sending data to SQA. If a candidate has already achieved a Unit which contributes to a Course there is no need to re-enter the candidate for that Unit.

Note: For the candidate to achieve the overall Course award, the contributing Units must be at the level of the Course entry or above.

10.5.3 Free-standing National Units

Some candidates may wish to undertake individual free-standing Units (Units which do not contribute towards a Course), or to take Units individually with a view to contributing to a Course award in future years. There are no fixed submission dates or completion dates for such Units.

10.5.4 Entries for Units required to complete a Course

Where candidates have already completed the external assessment, but need to achieve some or all of the Units which contribute to a Course, they should be entered for those Units only. They should not be re-entered for the Course.

10.5.5 Entries for external assessment only

Some candidates may want to re-sit an external assessment or attempt the external assessment without undertaking any of the contributing Units.

In these cases, the candidates should be entered for the external assessment code (X-code) only. A Course award will be generated automatically if a candidate is successful in the external examination and has previously achieved all of the contributing Units.

10.5.6 Re-sit candidates

Re-sit candidates must complete all component parts of an external assessment at the same diet. This includes any coursework which is either internally assessed or submitted to us for external marking. For internal assessments, the centre can choose to re-submit a previous mark (but you must hold the evidence in case it is needed for moderation). If the work is externally marked, either re-submit the same piece of work from the previous year or a new piece of work. Where the external assessment involves assessment of performance by a Visiting Examiner this must be carried out again.

We do not retain details of marks achieved in components of Courses from one diet to the next.

10.5.7 National Clusters

Candidates should be entered for a Cluster in the same way as for a Course, the difference being that no external assessment is involved for Clusters. The completion date for a Cluster can be any month (see section 10.6 for further information).

10.5.8 Project-based National Courses

The procedures for submitting Entries for Project-based National Courses (PBNs) are the same as for examination-based Courses. There are some variations in the completion dates which can be used. Section 25 of this guide explains the procedures for PBNs in more detail.

10.5.9 Scottish Group Awards

In addition to entering candidates for the Courses and Units which contribute to a Scottish Group Award (SGA), you must also enter them for the Group Award itself. The entry codes for SGAs start with 'G'.

SGAs at Access 2 and Access 3 contain no external assessment and we will accept entries with any appropriate completion date throughout the year.

SGAs will be certificated as soon as possible after the results from all the contributing qualifications have been processed.

Further details of the requirements for SGAs can be found in section 23 of this guide, *Conditions and Arrangements for National Qualifications* and the *National Qualifications* CD-ROM.

10.6 Course completion dates

All course entries must include a completion date for the qualification. This is in the form of a month and year, eg 052006 for May 2006. With the exception of Project-based National Courses the completion date must be the end of May in the year of certification.

Restrictions on the range of completion dates:

We will only accept entries for examination-based National Courses which are due to be completed in the current session. For summer 2006, the completion date for National Courses is 052006 — anything else will be rejected.

Note that the completion dates for Units which contribute to a Course need not be the same as the Course completion date. For external moderation purposes, at least one Unit entry must have a completion date of March 2006 or earlier.

Candidates following a National Course over two years must be entered for the Course in the session in which they will take the external assessment. If the candidates are completing Units during the first year, you can do one of two things:

- ◆ Enter candidates for all Units in the second year of the programme, along with the Course entry. You must retain the assessment evidence produced in the first year in the event that your centre is selected for moderation during the second year.
- ◆ Enter candidates for individual Units for the first year of the programme and remaining Units in the second year. Moderation could take place in the first and/or second years. If you choose this option, you should be aware that there are financial implications.

The completion date for Courses is also used to:

- ◆ determine how many question papers you will require
- ◆ determine the number of markers required
- ◆ ensure that candidates' names appear on Estimate forms, Internal Assessment Marks/Grades forms and Attendance Registers (Ex6s)
- ◆ provide the correct examination stationery at the appropriate time and arrange the collection of assessment material

10.6.1 National Clusters

You can specify any month for completion of a National Cluster up to two years after the creation date (ie the date the Cluster is entered on our system). The completion date cannot exceed the qualification's finish date. Candidates must be entered for the individual Units as well as for the National Cluster.

For certification in August 2006:

- ◆ a completion date of May, June or July 2006 must be given for the Cluster
- ◆ the Units can have earlier completion dates, but the last date for submission of Unit results is **18 May 2006**
- ◆ results received after **18 May 2006** will be processed but in these cases August certification cannot be guaranteed

10.6.2 Scottish Group Awards (SGAs)

You can specify any month as a completion date for an SGA. This date must be the same as or later than the completion dates of the contributing Courses. The completion date for a Group Award acts as a trigger for our system to check whether a candidate has achieved the award.

10.6.3 National Units

National Units, including free-standing Units, can have any completion month up to two years after the creation date (ie the date we enter it on our system). The completion date cannot exceed the qualification's finish date. Units must be resulted in the same session as the completion date. Units contributing to a Course which will be certificated in August, require a completion date no later than June of the same year.

10.6.4 Project-based National Courses (PBNs)

Four completion months are available for PBNs — February, May, August and November. Please see section 25 of this guide, and our publication *Project-based National Courses: procedural guide for centres* for more information.

10.7 Late entries

Entries for National Courses and Units should be submitted to us by **11 November 2005**. Changes of level will be accepted up to **23 February 2006**. As the Course entries determine the question paper and stationery supplies which will be sent to your centre, it is vital that the entry information is as accurate as possible.

It will be possible for you to make changes (adding new entries, withdrawing candidates, changing levels) up to **31 March 2006**, but these later changes will not be reflected in the reports, forms or coursework materials issued to you in early April.

Note that if you create new Course entries, or changes of level, after **31 March 2006**, there will be an additional charge.

For Courses where coursework or an internal assessment mark is to be submitted, this MUST be at the same level as the rest of the Course entry. If coursework or an internal assessment mark has already been submitted at one level and the entry level for that candidate subsequently changes, a second internal assessment mark must be submitted. Estimates should be submitted at the same level as the Course entry.

10.8 Changing a candidate's completion date

You can change the completion date for all Units (whether free-standing or taken as part of a Course) and Scottish Group Awards. You cannot however extend completion dates for examination-based Courses and Project-based National Courses. The completion date is used to arrange for Visiting Moderation and to schedule Central Moderation events, so it is important you are as accurate as possible with each completion date. If you change a completion date you must let us know.

To make a change to the completion date, you must submit the data electronically or use the **Entry Update Form (EU00/EU01)**.

10.9 Changing a candidate's Course/Unit level

You can change the **level** of entry for a National Course or for a National Unit.

The change of level facility is available for changes, one level up or down, at all levels between Access 2 and Advanced Higher (ie levels 08, 09, 10, 11, 12 and 13). Clusters/Courses cannot be changed either up or down between levels 09 and 10; Units, however, can be changed between levels 09 and 10.

You must notify us of changes of level, for both Courses and Units, either by submitting the information to us electronically or by sending us an **Entry Update Form (EU00/EU01)**.

If you change level, rather than withdraw and re-enter the candidate, you will not incur any additional charges.

Units in hierarchies

In some cases, Units in National Courses can be replaced by other Units in a hierarchy — these Units have the same title at different levels, and the first four characters of the entry code are identical.

10.10 Withdrawing a candidate's Course/Unit entry

You can withdraw a candidate from a Unit, Cluster, Course or Scottish Group Award. This should be done electronically or on the **Entry Update Form (EU00/EU01)**.

When you make an entry for an examination-based Course (C-code), the external assessment (X-code) entry is automatically generated. This principle also applies to withdrawals — when you withdraw the Course (C-code) this will automatically withdraw the external assessment (X-code).

Please withdraw the entry as soon as you are aware that a candidate is no longer undertaking a Course or Unit. The first examination stationery is issued in early February, so late changes may not be reflected in the numbers of question papers etc issued.

10.11 Entry charges

We issue invoices monthly. Your invoice will be issued in the month after entry, as shown on this table:

Entries Processed	Invoice Date	NQ	HN	SVQ
August 2005	September 2005	✗	✓	✓
September 2005	October 2005	✗	✓	✓
October 2005	November 2005	✗	✓	✓
November 2005	December 2005	✗	✓	✓
December 2005	January 2006	✗	✓	✓
January 2006	February 2006	✗	✓	✓
February 2006	March 2006	✗	✓	✓
March 2006	April 2006	✓	✓	✓
April 2006	May 2006	✓	✓	✓
May 2006	June 2006	✓	✓	✓
June 2006	July 2006	✓	✓	✓
July 2006	August 2006	✓	✓	✓

Entries for National Qualifications, both freestanding National Units and National Courses, in session 2005/06 will not be invoiced until April 2006. The April 2006 invoice will include entries processed in the period August 2005 to March 2006.

There is no charge for changes of level where entries are in a hierarchy (ie where the first four characters of the entry code are the same).

Price increases, advised to customers in January 2005, will be applied from **1 August 2005**.

Entry charges 2005/6

	Charges from 1 August 2005 £
National Qualifications	
◆ Standard Grade	26.50
◆ National Course	32.00
◆ National Course Unit by Unit entry	39.25
◆ National Unit	6.50
◆ National Course — External Assessment only	26.50
◆ National Cluster	19.50
◆ Late entry charge	26.50
Other	
◆ Issue of Certified Statement/Replacement Certificate	24.75

10.12 Duplicate entries

If we receive a second entry for the same Course or Unit for a candidate in the same session, we will reject it, even if it is at a different level.

Example

A candidate has been entered for the Higher Course in English (C115 12). A subsequent entry for the Intermediate 2 Course in the same subject (C115 11) will be rejected. This is the case even if the entries are from different centres.

If, exceptionally, you wish to enter a candidate for one qualification at different levels, eg C 11 and C 12, you must do this by flagging the second entry for 'process by exception' electronically or by submitting paper form **(EC02) Entry Creation Form — Process By Exception**.

10.13 Candidates sitting examinations at another approved centre or venue

If a candidate is sitting an external assessment at another approved centre other than the centre responsible for the candidate's entry, we must be notified in advance so that the arrangements can be made for the stationery and question papers to be sent to the correct location. This procedure is known as 'sitting-at'. It is your responsibility, as the centre who entered the candidate, to complete the **External Examination — Alternative Centre Form (SA00)** to put this arrangement in place. You should submit this as soon as you become aware of the situation, and **no later than the end of February**.

If you enter a candidate and want that candidate to sit the external assessment at another venue which is not an approved centre (either in or outwith Scotland), you should write to the Assessment Logistics Team at our Dalkeith address, with all the relevant details to seek permission. You must include the following:

- ◆ confirmation that you are satisfied that the venue will accommodate and meet the requirements of an examination-based environment
 - ◆ name and address details of the invigilator
 - ◆ details of the time you wish the candidate to sit the examination
- NB: If this differs from the official timetable, secure arrangements must be made for the candidate to be isolated to prevent them being in contact with anyone until the examination has been taken.**
- ◆ confirmation that your centre agrees to meet all administrative costs

If the venue is approved, the question paper and all relevant stationery will be posted directly to the invigilator.

10.14 What we do with the information you send us

After we have processed the data, we will send you a report within 10 working days which confirms the number and details of registrations/registration updates received, those successfully created and those rejected (if any).

10.15 What to do if you are notified of errors

The candidate entries you submit to us will be subject to a number of validation checks. If any data fails these checks, errors highlighting the reasons for the rejection will be produced and sent to you for resolution. All data errors are identified by error codes. If you receive any errors on your processing report, you must review the case(s) and re-submit the correct information for the candidate(s) concerned. This should be actioned by return if possible. We will process the amended information on receipt, subjecting it to the same validation checks as the original submission.

Important:

- ◆ **Entry error codes at this stage may refer you to a problem at the registration stage. If a candidate's registration was rejected, an entry will automatically be rejected.**
- ◆ **An updated list of error codes and messages will be provided as an appendix to the Guide to Data Exchange.**
- ◆ **If you have any queries on this procedure, please contact Data Management — National Qualifications on 0131-561 6955, or e-mail: national.qualifications@sqa.org.uk.**

10.16 Incomplete National Course Profiles — Unit Entries

On 1 December 2005 we plan to send out three reports to centres:

- ◆ National Course Entries Summary
- ◆ National Course Entries Summary Total Report
- ◆ Incomplete National Course Profiles — Unit Entries not submitted

When you receive these reports, you should check the information against the entry details you hold for your candidates. You must action these reports before you submit any changes to a candidate's entry.

Please note that centres will have the option of receiving another National Course Entries Summary which will be sent out in April 2006.

Various reports are available through SQA.net. We will also issue reports to all centres at various times. These reports will include:

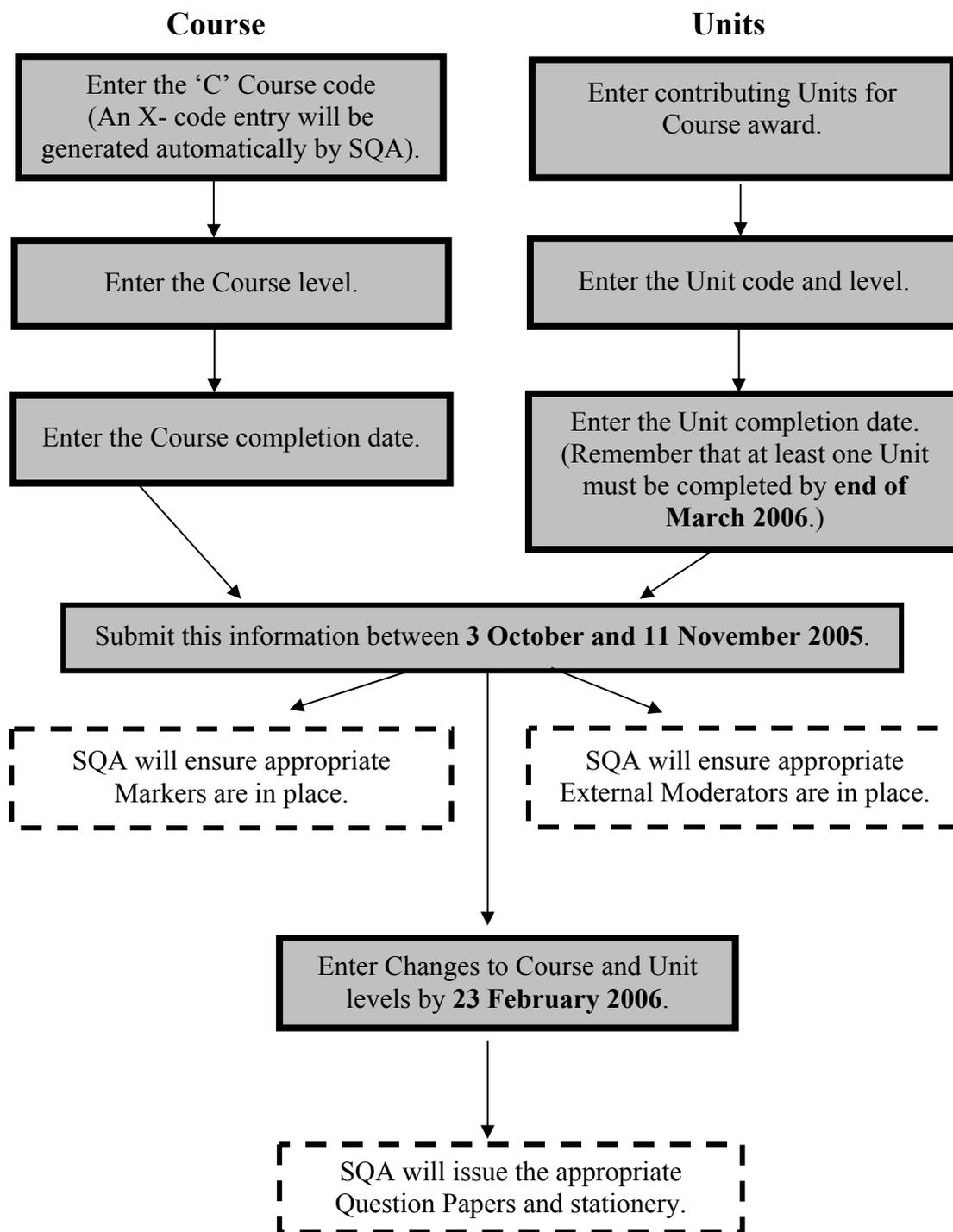
- ◆ outstanding Unit entries
- ◆ outstanding Unit results
- ◆ outstanding internal assessment marks for Courses

If data is missing, this will impact on certification. Incomplete Unit profiles will mean that candidates are ineligible for National Course awards; the absence of internal assessment marks will mean that candidates do not receive appropriate credit for this component of the examination and may receive a lower grade or award. In addition the candidate will not be eligible for appeals consideration.

10.17 Who to contact if you have questions on entries

You can contact Data Management —National Qualifications on 0131-561 6955 or by emailing national.qualifications@sqa.org.uk. Your Customer Account Manager can also help you with the procedures for entering candidates for National Qualifications.

10.18 Entering for a National Course and contributing Units



SQA's responsibility:



Centre's responsibility:



11 Submitting Unit results

11.1 General

For National Courses, candidates have to complete a number of contributing Units. These units are assessed by the centre and are a constituent part of all National Courses. For this reason, Unit results must be accurately submitted to SQA.

Important:

You can only submit final Unit results — either 'Pass' or 'Fail'.

If you have resulted a Unit as 'Fail' and the candidate subsequently satisfactorily completes the Unit, you will have to create a new entry. It is not possible to update a 'Fail' result to 'Pass'.

11.2 Unit completion dates and results

You must submit completion dates which are as accurate as possible. If your centre submits results on paper, the completion date is also used to determine when we will send the Unit result forms to you.

As the completion date approaches, you must decide whether or not your candidates are still on target to meet the date. If the majority of the candidates will not complete the Unit by the completion date or shortly thereafter, you must tell us. This is particularly relevant if candidates will not be completing Units within the specified session.

You must submit results for all Units, whether moderation has taken place or not. It is always your responsibility to submit the results, not the moderator's.

For Units that are part of a Course, one of the Units must have a completion date that is no later than March. Please see section 16 for more about moderation.

11.3 How to submit Unit results

You should submit Unit results electronically using the approved file formats, or by completing the appropriate Unit results forms. If your centre has elected to use paper forms to submit data, we will issue Unit results forms four weeks before the completion date. We would expect results to be submitted to us during either the completion month or the following month (but see 'Target Dates' below). There is one exception to this — in April we will issue Unit results forms for April and May.

The following forms are currently in use to collect Unit Results:

Unit Results by Unit Form (URU01) — used for a group of candidates entered for a Unit with the same completion date. This is the format issued unless the centre requests otherwise.

Unit Results by Candidate Form (URC01) — used for an individual candidate entered for a number of Units with the same completion date.

Unit Results by Unit Form (URU01) (Additional) — used to list candidates who do not appear on either of the above forms (for example, because of a very late entry). It can also be used by centres which normally submit results electronically, but are unable to do so because of technical difficulties. This form has no pre-printed candidate information and must be completed by the centre.

11.4 Changing a candidate's Unit level

You can no longer submit a result one level up or down from the level that the candidate is entered at.

Changing the level of a Unit does not automatically change the level of the Course entry. You must always consider the implications for Course eligibility when making this type of change, particularly if you are submitting a change of level to a level lower than the Course entry. You should also refer to the section on changing Unit entries — see section 10.9.

11.5 Target dates

For candidates entered for National Course examinations in 2006, you should send us the final Unit results no later than **18 May 2006**. We will continue to process results received after this date, but we cannot guarantee that this will be done in time for August certification.

You should send us Unit results by their due completion dates. For Units which are not part of a Course, you can submit results throughout the year.

11.6 What we do with the information you send us

After the data has been processed, we will send you a report within 10 working days to confirm the number and details of Unit results received, those successfully created, and those rejected (if any). It is important to check the accuracy of the details held by you against what is shown on SQA.net/Navigator or against your own records.

Remember that all Unit results are subjected to SQA's quality assurance procedures. If a Unit is selected for external moderation, the results remain provisional until moderation is completed.

11.7 What to do if you are notified of errors

The Unit results you submit will be subjected to a number of validation checks. If any data submitted fails these checks, you will be notified of the reason for the rejection. All data errors are identified by error codes. If you have any errors in your processing report, you must review the data and re-submit the amended information for the candidate(s) concerned. This should be actioned by return if possible.

Important:

- ◆ *Error codes at this stage may refer you to a problem at the entry stage. If a candidate's entry has not been accepted, and no update subsequently submitted for processing, any results will automatically be rejected.*
- ◆ *An updated list of error codes and messages is provided as an appendix to the Guide to Data Exchange.*

11.8 Incomplete candidate profiles for National Courses

In June we will send you the following reports:

- ◆ Candidates not eligible for Course awards due to:
 - outstanding Unit entries
 - outstanding Unit results
- ◆ Candidates with:
 - outstanding internal assessment marks

When you receive these reports, you must check the information against the entry details you hold for your candidates.

11.9 Project-based National Courses and Scottish Group Awards

There are four completion dates for Project-based National Courses: August, November, February or May. Scottish Group Awards can have any completion date. We can only issue certificates when all the required results (including Unit results) have been submitted.

11.10 National Clusters

You can use any completion month throughout the year for the Units that make up a National Cluster, as there is no external assessment. For those Clusters with completion dates before May, certification will be weekly. Clusters with completion months of May, June or July will be certificated along with the main August diet, as long as Unit results are submitted to us by **18 May 2006**. We will continue to process results received after this date, but we cannot guarantee that this will be done in time for August certification.

11.11 Free-standing Units

You can submit Unit entries and results throughout the year. We will carry out Unit-only certification runs on a monthly basis. For candidates taking free-standing Units as well as at least one Course, you need to adhere to the submission date of **18 May 2006** if Unit results are to be included with Course results for August certification. We will continue to process results received after this date, but cannot guarantee that this will be done in time for August certification.

12 Submitting estimates

12.1 General

We will issue forms for submission of estimates to you by **1 March 2006**.

This section details the subject-specific dates for submitting estimates, as well as the available grade/mark bands, and any exceptions. There are details of what is required for an estimate for a Course in *Conditions and Arrangements for National Qualifications* and in the subject-specific Arrangements. You should also refer to *Estimates, Absentees and External Assessment Appeals: guidance on evidence requirements*. The reports issued to you include instructions on how to complete the documentation.

It is important to remember that if the candidate's name does not appear on the pre-printed estimate report form, it is for one of the following reasons:

- ◆ the candidate is not entered for the subject at the correct level
- ◆ the entry was submitted after the published deadline for entries
- ◆ the level was changed after the published deadline for entries
- ◆ the level was changed electronically, and although showing as correct on your system, it has been rejected by SQA. Please refer to section 10.9 for more details on changing entry levels. It is good practice to check your error reports carefully to avoid this problem

It is important that, where you need to complete a supplement form, you use the correct form — **National Courses: Estimate Report (Supplement)** and that the entry, or change of level information, has been sent using your normal data transfer method.

Please note estimates are essential for absentee consideration, derived grades and assessment appeals.

12.2 Standard Grade

Final date for submission of estimates	Grade bands
<p>27 March 2006 — All subjects except:</p> <p>Art & Design; Craft & Design; Gaelic; Gàidhlig; Music; and Modern Languages — for these subjects the final submission date is 27 April 2006.</p>	<p>1–7 (8 when there is insufficient evidence on which to base an estimate or where the candidate has been withdrawn).</p> <p>Note: In the following Courses, these grades are not available: Biology, Chemistry, Physics — Grade 6, Gaelic (Learners) Writing — Grades 5, 6, 7.</p>

Estimates for Standard Grade must be submitted on the same form as the Internally Assessed Grades (**Form SGER00**).

Please ensure that you use the correct estimate grades for Standard Grade Elements. For most subjects, the available grades are 1 to 7 (the table above lists the exceptions to this). Where there is insufficient evidence on which to estimate a grade, enter an '8'.

Please note that candidates with an estimate of '8' will not be eligible for absentee consideration, derived grades or assessment appeals.

For a candidate who has been withdrawn, you should enter '8'. In these circumstances you should also ensure that the entry is withdrawn, using your normal method.

Where an '8' has been entered for an externally-assessed Element, and the candidate fulfils all the requirements of the external assessment in the Element, they will be considered for the award of grades 1 to 6, but not grade 7. Candidates who achieve a grade 1 to 6 in the external assessment for the Element will be awarded the Element at the achieved grade and will be eligible for an overall award in the subject.

12.3 National Courses

Qualification Level	Final date for submitting estimates	Grade bands
Intermediate 1 Intermediate 2 Higher Advanced Higher	14 April 2006 (if submitted on paper forms) 27 April 2006 (if submitted electronically)	1–9 (0 when there is insufficient evidence on which to base an estimate)

Note that there are different submission dates, depending on how you submit data to us.

If you submit estimates electronically, it is vital you ensure that the external assessment entry is on our system at the correct level. Any changes to the level of the entry must be completed before you submit your estimates, because these can only be accepted at the Course level at which the candidate entered.

If you are submitting estimates on paper, you must only include estimates for those candidates listed on the **Estimate Report Form** and for whom the level of entry is accurate. Where candidates listed on the form have subsequently been withdrawn, or have changed level, you should enter 'W'. For candidates for whom there is insufficient evidence for an estimate, you should enter '0'. Please note that candidates with an estimate of '0' will not be eligible for absentee consideration, derived grades or assessment appeals.

If a candidate's name does not appear on a form, or if you want to submit an estimate at another level, you must use the form **National Courses: Estimate Report (Supplement)** and follow the instructions provided, which include ensuring that you have a current entry at the appropriate level.

You must use the form **National Courses: Estimate Report (Supplement)** to submit estimates for any candidates for whom changes of level were made after **23 February 2006** and who do not appear on the pre-printed Estimate Reports.

If you are submitting no estimate for one or more candidates, we will need written confirmation of this.

12.4 Changing an estimate

If you submit an estimate for a candidate and later want to change it, for example if there is an improvement in performance, you must submit the revised estimate to us using the form **National Courses: Estimate — Amendment Form**. Please note that amendments should be with us by **2 May 2006**. Submissions sent after this date must be accompanied by a letter of explanation, but may not be accepted.

12.5 Invalid or non-submission of estimates

If we receive an invalid estimate for a candidate, we will follow this up with you.

For Standard Grade candidates, we will send out reports indicating Elements where the estimate is outstanding or invalid, as we process the information for each Course.

For National Course entries, we will send a report indicating candidates for whom we have not processed an estimate. This report will be sent to centres **end April 2006**. This report will help you to identify any:

- ◆ Candidate who is currently entered but who is no longer taking the external assessment. If this is the case you must withdraw the entry.
- ◆ Candidate with a valid entry, but for whom you do not wish to submit an estimate and for whom, therefore, there can be no absentee consideration, derived grade or appeal.
- ◆ Discrepancies between your records and what we hold. If this is the case you will need to contact SQA to resolve the issue.

13 Submission of internal assessment marks/grades

13.1 General

Most Standard Grade subjects and some National Courses have an internally-assessed Element or component which contributes to the overall grade of the Course. For these Courses, you are required to submit grades or marks.

Based on your accepted entries, you will be issued with the appropriate documentation for submitting marks or grades.

If the candidate's name does not appear on the pre-printed internal assessment marks form, it is for one of the following reasons:

- ◆ The candidate was not entered for the subject at the correct level.
- ◆ The entry was submitted after the published deadline for entries.
- ◆ The level was changed after the published deadline for entries.
- ◆ The level was changed electronically, and although showing as correct on your system, it has been rejected by SQA. Please refer to section 10.9 for more details on changing entry levels. It is good practice to check your error reports carefully to avoid this problem.

If you have to complete a supplement form, it is important to remember to use the correct form and ensure that the entry or change of level information has been sent using your normal data transfer method. If you do not send this information, it will result in the incorrect stationery being sent for any such candidates.

13.2 Standard Grade

For Standard Grade, an assessment grade for each internally-assessed Element must be submitted on the paper forms provided. Internal assessment grades should be submitted on **Standard Grade Estimates and Assessment Grades Form (SGER00)** at the same time as you submit estimates.

These forms will be issued by 1 March, and should be returned to us by **27 March 2006**, except for Art & Design; Craft & Design; Gaelic (Learners); Gàidhlig; Music; and Modern Languages, which should be returned to us by **27 April 2006**.

Note: These Standard Grade Courses have no internally-assessed Elements: Administration; Classical Greek; Economics; Geography; History; Latin; Mathematics; Modern Studies; Gaelic (Learners) Writing.

13.3 National Courses

A number of National Courses have a component for which the centre is required to submit a mark. This internal assessment mark contributes to the external assessment and the final grade achieved for the Course.

In most cases, you are required to submit only one mark. You will be advised in the subject-specific guidance if this is different, eg where you are required to submit a percentage or a mark for more than one component.

Internal assessment marks must be submitted on the paper forms supplied — **Internal Assessment Mark Form (IAMF 01)**. You have been asked to make any changes of level for Course entries by **23 February 2006**, so that the forms, when issued in early April, will be accurate and will reflect any changes of level. Please note that where there has been a late change of level or a late entry, and where a candidate is not listed on the **Internal Assessment Mark Form (IAMF 01)**, you must submit the internal assessment mark on a separate form — **Internal Assessment Mark Form (Supplement)**.

You must not add or amend details printed on the Internal Assessment Mark Form (IAMF 01).

13.3.1 Submission dates for Internal Assessment Mark Forms

Internal Assessment Mark Forms for most National Courses should be returned to us by **27 April 2006**. The exceptions to this are Applied Practical Electronics (Int 1); Constuction(Higher); Engineering Craft Skills (Int 1, Int 2); Hospitality (Int 2, H); Personal and Social Education (Int 1, Int 2, H); Woodworking Skills (Int 1, Int 2). The submission date for these Courses is **10 May 2006**.

13.3.2 How a change of level can affect the Internal Assessment Mark submitted

To contribute to the overall grade of an external assessment, **all components** of the external assessment must be at the same level. If the external assessment for a Course consists of, for example, a project, an **internally-assessed** mark, and a question paper, these must all be at the same level.

If you do not submit an internal assessment mark at the appropriate level (where it is required) the Course result will be calculated on incomplete data, disadvantaging the candidate.

13.3.3 Re-submission of IAMs contributing to an external assessment (for re-sit candidates)

We do not retain component marks from one examination diet to the next. It is for you to decide whether, for an internally-assessed component, the same mark will be re-submitted or whether the candidate has achieved an improved mark after re-assessment. Please remember that internally-assessed components are subject to external moderation, so you should retain the evidence used to arrive at marks.

13.3.4 Range and level of marks

You must ensure that you use the appropriate assessment criteria and submit a mark within the available mark range. The available range is specific to each Course and level. There is guidance on this in *Conditions and Arrangements for National Qualifications* and in subject-specific guidance Arrangements. To help you, the **Internal Assessment Mark Forms** indicate the maximum mark available in the subject at the given level.

14 Submission of coursework

14.1 General

Some Standard Grades and National Courses require coursework, such as projects, to be sent to SQA to be externally marked. This assessment contributes to the overall Course grade.

For these Courses, you must submit coursework for **all** candidates sitting an external assessment, including those candidates who are re-sitting an external assessment only. Coursework completed for the previous year's external assessment can be re-submitted for re-sit candidates, though the candidate may wish to take the opportunity to improve on the previous submission.

All coursework must be submitted at the same level as the external examination and the Course entry.

To enable you to submit coursework we will send you:

- ◆ a supply of flyleaves
- ◆ stationery, if applicable
- ◆ notes on submission (for specific subjects only — this will be specified in a covering letter)
- ◆ instructions for completion of forms — please read all instructions carefully

Attendance Register(s) Form (Ex6), will normally be issued in March (for Standard Grade) and April (for National Courses).

Coursework has to be sent in with a flyleaf which gives information on the subject, level, candidate and centre. You will also be sent an Attendance Register which will detail the candidates that we have entered on our system for the external assessment, and for whom we are expecting to receive coursework.

It is important that no candidates are added to the Attendance Register as this would indicate that the entry information is not correct. If you are in any doubt, this should be checked with Data Management — National Qualifications on 0131-561 6955.

14.2 Uplift of coursework

We arrange for the coursework to be collected from your centre, normally by courier. The collection dates are specified in Appendix 3. You can, of course, make your own arrangements for submitting coursework, but do please let us know in advance and ensure all coursework reaches our Dalkeith offices by the specified submission dates. You should note that we will not meet any associated costs. If you have any questions about collections, please contact Assessment Logistics on 0131-561 6951.

15 Assessment arrangements for candidates with additional support needs

Candidates with additional support needs may need alternative assessment arrangements. These may be permitted for both internally-assessed and externally-assessed qualifications and components of qualifications. Please contact the Assessment Arrangements team if you have any queries.

Requests for alternative assessment arrangements for the 2006 examination diet should be submitted to the Alternative Assessment Arrangements Section at our Dalkeith address, by **17 December 2005**, at the latest.

16 External moderation

This section summarises our external moderation procedures.

Moderation is the process by which SQA ensures that national standards are applied in assessments carried out by centres. There are two types of moderation:

- ◆ Visiting — where the Moderator visits the centre to observe assessment or to moderate candidates' work.
- ◆ Central — where the Moderator scrutinises candidates' evidence either as part of a team meeting and working together at a central location, or individually in his/her own time.

The nature of candidates' evidence will generally determine the type of moderation used. Generally speaking, we will visit centres where the evidence to be moderated is ephemeral (such as in Home Economics) a performance (such as Drama), an artifact (such as Art and Design). However, we may also visit centres to moderate incomplete evidence in selected subject areas where we perceive there to be potential for misinterpretation of standards.

Moderation takes place on Units, Standard Grade coursework and the Coursework component of certain National Courses.

16.1 Selection for moderation

Centres are selected for moderation in accordance with published criteria.

16.1.1 Central moderation of Units

For candidates taking Units which form part of a Course, at least one Unit should be entered with a completion date of no later than March in the year they expect to complete the Course. Units with completion dates of any month up to March may be selected for central or visiting moderation of National Qualifications.

Moderation selections will be made on a regular basis and it is possible that you may be notified of your selection for moderation at any time during the year. Previously this was only done for Units with completion dates of March and December.

Units which are delivered as stand-alone (ie where they are not part of a course) may be selected for moderation at any time. You will be notified of your selection for moderation at least one month before the completion date of the Unit.

Where Units are entered with a completion date that falls between April and July, the centre may be selected for retrospective moderation, which takes place in either August or September following completion. Centres will be notified during May or June if they have been selected for retrospective moderation.

If your centre is selected for moderation you will be asked to supply or present evidence of the work of a sample group of 12 candidates, identified by SQA on a **Moderation Sample Form**. If there are fewer than 12 candidates in the class, all will be selected. Candidates for whom evidence is not available, should be substituted, where possible, in accordance with the instructions issued.

16.1.2 Central moderation of coursework of National Qualifications (including Standard Grade)

Certain subjects have an internally-assessed coursework component and this is liable to be selected for moderation. In view of the nature of this coursework, moderation has to take place in April or May. You will be notified in mid-February if you have been selected for central moderation of coursework and you will be asked to submit materials at the end of April. One exception to this is Modern Languages coursework where we will notify you in February but will uplift materials at the end of March.

16.1.3 Moderation of incomplete evidence

This year SQA will continue to expand and improve its moderation programme to offer a type of moderation that will enable centres to obtain the support they need to deliver SQA qualifications. A rolling programme of moderation will take place, focusing on subject areas where there is a particular need or risk. In these cases moderation will provide beneficial developmental support as well as carrying out the normal quality assurance of a centre's interpretation of standards. It is likely that evidence generated for this type of moderation will not be complete evidence.

Centres selected for this type of moderation will be given adequate notice of an external moderation visit or event and will have the flexibility to negotiate dates that are convenient to the centre and to the External Moderator.

16.1.4 Visiting moderation of National Qualifications

Many subjects at Standard Grade, Intermediate 1 and 2, Higher and Advanced Higher are suited to visiting moderation. The dates of each subject's moderation period are different and are published in an appendix to this guide. See Appendix 3 *Subject-specific submission deadlines*. This appendix also shows the dates by which you will be notified of your selection for moderation in these subjects.

16.2 Retaining evidence

Candidates' evidence should be retained until three weeks after moderation, or three weeks after the completion date if you are not selected for moderation (see section 10.6 for candidates following a two-year course). If a Unit is part of a National Course, the evidence should be retained in case it is required to support an appeal or absentee submission.

16.3 After the moderation visit

After moderation, the Moderator will give feedback on the outcome. In the case of a moderation visit, the Moderator will feedback to centre staff. You will also receive a copy of the Moderator's report. If the outcome of the visit is that the Unit or coursework is 'not accepted' the centre will be informed of this, and the reasons for it, by letter from SQA.

After a central moderation event, SQA will return the candidate's evidence along with a copy of the Moderator's report and a letter indicating whether the outcome is 'accepted' or 'not accepted'. If the decision is 'not accepted' you will be given advice on how to resolve any issues and how to resubmit your candidates' evidence for further moderation. The final date for submission of results in this category will be **9 June 2006**. If moderation is not successfully completed by that date then candidates may not obtain their certificates on time.

17 Absentee candidates

If a candidate is prevented from taking a timetabled examination due to illness or other valid cause, and the centre wishes SQA to consider an absentee award, the request **must** be submitted on the **Absentee Consideration Request Form** (issued in April) **within seven days of the examination**. Where applicable, a medical certificate should be enclosed.

For details of this procedure, see *Conditions and Arrangements for National Qualifications*.

18 Awards reporting

18.1 Scottish Qualifications Certificate (SQC)

Every candidate achieving SQA qualifications will be issued with a Scottish Qualifications Certificate (SQC) detailing their results. SQCs are cumulative and are issued throughout the year, though the main certification run for National Qualifications is in August.

SQCs are accompanied by supplementary pages which outline the various types of qualifications and provide candidates with additional information.

A summary certificate detailing examination results is also sent with the SQC to any candidate achieving National Qualifications.

Candidates who achieve a Scottish Group Award will also receive a separate Group Award certificate.

18.2 Timescales

Candidates taking Standard Grades or examination-based National Courses will receive their certificates on a designated date in August.

Certification of National Clusters completing between August and April takes place on a weekly basis. Those completing in May, June or July will be certificated as part of the National Qualifications run in August.

Project-based National Courses will be certificated in February, May, August and November.

Scottish Group Awards are certificated at the earliest opportunity after completion of all of the contributing components.

Candidates taking stand-alone Units will receive their certificates on a monthly basis if their record is complete, ie they have all Units resulted and do not have any open entries for Courses or Group Awards. This Unit-only certification takes place during the last week of every month.

Details of specific certification dates can be found in the *Certification and Awards Reporting* document. Copies are available from our Certification Section (telephone: 0141-242 2335). A 2006 version of this timetable will be issued in due course.

There is a Unit 'clear-up run' in October every year. This will produce a certificate for any candidate for whom we hold Unit results with a completion date up to **31 July** regardless of whether they have any open Course or Group Award entries at that point.

18.3 Statement of certificated results

In August of every year, we will send you an electronic statement of the results for all the candidates your centre has entered for National Courses, Units and Standard Grades in the summer diet. This report is issued in time for you to see results before candidates receive their certificates.

Also in August, before candidates receive their certificates, a printed award summary report is issued to all centres. This report is laid out subject-by-subject, and gives results for all National Course achievements in the centre.

We will also send a report to all 'paper' centres, timed to reach the school before candidates receive their certificates. This report will contain results for candidates involved in the summer diet. The information is given candidate-by-candidate, so you will be able to tell, at glance, the individual results for each candidate. A report is also sent to each Education Authority for the schools under its management.

Replacement copies of statement of results, in electronic or paper format, can be obtained directly from our Certification Section, e-mail: esocr@sqa.org.uk or telephone: 0141-242 2335.

18.4 Changes to results after issue

If, following the publication of results, an error is identified either by the centre or by SQA in a candidate's award, we will take the following action:

- ◆ investigate each case, take action promptly and record details of the investigation and the outcome
- ◆ if a candidate has been awarded a Unit, an Element, a Course or a Scottish Group Award in error, our records will be amended to show the correct result
- ◆ if a candidate has received a lower grade than he or she has actually achieved, our records will be amended to show correct result
- ◆ if a candidate has received a higher grade than he or she has actually achieved, our records will be amended to show the correct result

In carrying out this procedure we are keen to ensure that any changes to results are made in a fair and reasonable way, taking account of the interests of candidates as well as maintaining accurate records of candidate attainment. In most cases where a change is made to a result, the school will be involved in the resolution. In these cases, the school will inform the candidate of the outcome of any decision to change results and where appropriate, retrieve the inaccurate certificate. We will collect evidence that the candidate has been informed (a copy of your e-mail or letter to the candidate), whether or not the candidate still attends the centre. We will also write to the candidate to explain and apologise for the error and for any distress caused.

In most cases a revised certificate will be produced after a result change. At this stage, we will carry out a further check to determine whether the revised certificate should be issued.

A certificate will not be issued if:

- ◆ there is no change compared to that previously issued, eg change of band from 2 to 1 in a National Course (the centre would get the updated information with final results data)
- ◆ there is an appeal in progress (certificate would be held until outcome of the appeal is known and only issued if required)
- ◆ we have requested, but not yet the erroneous certificate (in which case, the revised certificate will be issued on receipt)

18.5 Replacement certificates

We can provide candidates with a replacement certificate detailing all qualifications taken since 1995.

For qualifications from former awarding bodies such as SEB, SCOTVEC, SCOTBEC, SCOTEC, SCCAPE or SANCAD, we issue a certified statement.

Replacement certificates can be obtained by contacting SQA, telephone: 0141-242 2418 or e-mail: certification@sqa.org.uk for an application form. This form is also available on our website (www.sqa.org.uk).

We make a charge of £24.75 for a replacement certificate.

Forms must be signed by the candidate and should be returned to SQA Certification Section at our Glasgow address, with appropriate payment via cheque, postal order, credit or debit card.

We can only issue results information to third parties if the candidate has given prior approval.

18.6 Statistical information

Each year, we send National Qualifications statistical data to the Scottish Executive both at pre-appeal and post-appeal result stages. This data is used for many purposes, including producing the Examination Results publication commonly known as 'league tables'. It is also used by school managers, HMIE and Education Authorities to produce centre-level analysis packs.

We also produce an Annual Statistical Report (normally published in June of the following year) which analyses statistical trends of all SQA qualifications. This report is available on our website and as hard copy.

19 Core Skills

19.1 What are Core Skills?

Core Skills are the broad, transferable skills that people need to be full, active and responsible members of society. Core Skills are not new — they have been recognised as part of school and college learning for some time — and employers, colleges and universities are giving more and more weight to them.

The Core Skills framework and Units provide a set of nationally-agreed standards for Core Skills and a way to assess them.

Core Skill	Components
Communication	Oral Communication Written Communication
Numeracy	Using Graphical Information
IT	Using Number Using Information Technology
Problem Solving	Critical Thinking Planning and Organising Reviewing and Evaluating
Working with Others	Working with Others

The Core Skills framework describes each of the Core Skills, and their components, at each of five levels (Access 2, Access 3, Intermediate 1, Intermediate 2 and Higher).

19.2 How are Core Skills certificated?

All candidates get a Core Skills profile, which will be reviewed and updated as appropriate each time they achieve a new qualification. The profile details their Core Skills achievements by component — so Core Skills certification is available even to those who do not complete a whole Core Skill. With more and more emphasis being placed on Core Skills in education (including higher education) and in training and employment, it is important that candidates are given the opportunity to be credited for what they can do.

Candidates can achieve Core Skills through:

- ◆ any Unit or Course which has been audited against the Core Skills framework and validated as fully covering one or more Core Skill component
- ◆ dedicated Core Skills Units where the candidate is entered and resulted for the Unit(s) by the school

In the former case, certification will be automatic — neither the school nor the candidate will need to enter for the Core Skill component — the entry on the Core Skill profile will be generated automatically when the candidate achieves the relevant Unit or Course.

Dedicated Core Skills Units are available for use by schools, colleges, Higher Education institutions, training providers and in the workplace.

All candidates undertaking a Scottish Group Award will have to achieve specified levels of attainment in Core Skills.

20 Scottish Credit and Qualifications Framework (SCQF)

The Scottish Credit and Qualifications Framework (SCQF) is a new way of understanding and comparing qualifications in Scotland. Its main purposes are to:

- ◆ make the relationships between the various qualifications clearer
- ◆ make progression and transfer between qualifications easier by clarifying entry and exit points and routes for progression

Most of the main Scottish qualifications are already in the SCQF. These are the foundations for Scotland's unified education and training framework .

The level a qualification is assigned to in the framework is an indication of how hard it is to achieve. There are 12 levels, from level 1 for Access 1 to level 12 for doctorates.

The Scottish Credit and Qualifications Framework				
SCQF level	SQA National Units, Courses and Group Awards	Higher Education	SVQs	SCQF level
12		Doctorate		12
11		Masters	SVQ 5	11
10		Honours Degree Graduate Diploma/Certificate		10
9		Ordinary Degree Graduate Diploma/Certificate		9
8		Higher National Diploma Diploma in Higher Education	SVQ 4	8
7	Advanced Higher	Higher National Certificate Certificate in Higher Education		7
6	Higher		SVQ 3	6
5	Intermediate 2 Credit Standard Grade		SVQ 2	5
4	Intermediate 1 General Standard Grade		SVQ 1	4
3	Access 3 Foundation Standard Grade			3
2	Access 2			2
1	Access 1			1

The table does not show every type of qualification, however, the main Scottish qualifications are represented. These will provide the benchmark to which other types of qualifications can be compared as they come on to the SCQF.

The amount of credit attached to a qualification indicates how big it is, in terms of the amount of learning required. Credit is expressed in terms of SCQF credit points — one point represents a notional 10 hours of learning, this includes for example, contact time, work experience and directed self-study. Credit points are gained upon successful achievement of the learning outcomes contained in a qualification.

The positioning of SVQs in the SCQF gives a broad indication of their place in the framework. A project to begin positioning individual SVQs in the SCQF will begin in 2005.

Further information is available on the SCQF website: **www.scqf.org.uk**. SQA specific information relating to the SCQF is available from the SCQF section of the SQA website: **www.sqa.org.uk**.

The number of SCQF credit points attained by a candidate at a particular SCQF level are already included in summary format as part of the certification package that candidates receive. From March 2006 a detailed breakdown of SCQF credit points and level will be provided for each subject attracting SCQF points.

21 How we deal with missing scripts

If a packet of scripts goes missing either on its way from the centre to SQA or from SQA to the marker — that is, before marking is carried out — the following course of action is taken:

- ◆ We will contact you to see if none of the candidates listed on Form Ex6 took the examination and therefore there are no scripts to submit. Our processing system requires that all **Forms Ex6** are processed, so you will be asked to return the form to us.
- ◆ If you confirm that the candidates did indeed sit the examination, and a search of the school's premises does not uncover the scripts, we will advise you to begin collating the coursework evidence that will be required if the missing packet is not found. (This evidence should be readily available as it will have been used as the basis of estimates.) We will investigate the loss with our carriers and conduct a thorough search of our premises.
- ◆ If the scripts have not been found by a date stipulated by us, we will ask you to submit the coursework evidence so that it can be evaluated and awards can be determined before certification in August.
- ◆ If no evidence can be provided, and if the missing script relates to only one component of the Course, the marks attained in the remaining components will be scaled to produce an overall result. However, this will not be possible where the Course has only one component.
- ◆ As a last resort, estimates may be used as the basis of awards for candidates whose scripts have gone missing. If the school's estimates are generally in line with the results gained by other candidates, the candidates affected by the lost packets can be awarded their estimate grade.

After August certification we will write to you to tell you how the awards for the candidates concerned were made.

We will not normally inform candidates that one of their scripts has been lost. You, however, may do so if you think that it is in the candidate's interest to know.

If, at any time, the missing scripts are retrieved, we will inform you and have the scripts marked in the normal way. If the scripts are recovered after results have been issued, we will still have the scripts marked. However, candidate results will be changed only if the marked scripts give a better result than that already certificated.

If the script goes missing after it has been marked, the marker will have retained a record of the mark or grade awarded to the candidate for the components concerned. This information is held in a way that ensures the candidate's anonymity but allows us to identify who the marks or grades should be assigned to. These marks or grades will be taken forward for processing and certification in the normal way.

22 Assessment appeals

If a candidate fails to achieve a Course award that has been estimated for them by the school, an appeal can be submitted on his or her behalf. The appeal must come from the school which entered the candidate for the examination, and this should only be done if you have sufficient and appropriate evidence to support an upgrade to the award.

Appeals will be dealt with in two stages. The timetable of dates for each stage can be found in Appendix 2: *National Qualifications — Calendar of key dates for schools*.

There are full details of the appeals procedure in *The Appeals Process: a handbook for centres*.

23 Scottish Group Awards

To gain a Scottish Group Award (SGA), candidates must achieve a prescribed number of Courses and Units. For example, at Higher, candidates must achieve three Courses, and at Intermediate 1 and Intermediate 2, they must achieve two Courses. Candidates must also complete a Core Skills profile with all five Core Skills (Communication, Numeracy, Information Technology, Problem Solving and Working with Others) at a level specified for each award.

For SGAs at Access 2 and Access 3, candidates must achieve a prescribed number of Clusters or Units, and complete a Core Skills profile with a minimum of three Core Skills.

The composition and level of demand of SGAs are set out in detailed specifications published on SQA's website. There are also support packs and other materials to support the delivery of SGAs.

Key points to remember about SGAs are:

- ◆ Candidates must be entered for an SGA as well as for the contributing Courses, Clusters and Units.
- ◆ Entries for SGAs can be submitted at any time.
- ◆ The completion date for an SGA must be no earlier than the latest completion date provided for the contributing Courses, Clusters and Units. The completion date of the SGA is used as a trigger by our system to check to see if a candidate qualifies for the Group Award, and there is little point in undertaking this check if the candidate has not yet completed the contributing qualifications.
- ◆ In SGAs, there is considerable scope for candidates to be given credit for other achievements. Standard Grades and SVQs, as well as SCE Highers, can be used as possible credit substitutions. This varies from subject to subject and reference should be made to the detailed SGA specifications for further guidance.
- ◆ SGAs are no longer automatically approved. Schools wishing to offer any SGA for the first time should advise the Approval Section in writing in order for approval to be arranged otherwise candidate entries will be rejected.

If you have any queries about Scottish Group Awards they should be raised in the first instance with Mary McArthur, e-mail: mary.mcarthur@sqa.org.uk, or telephone: 0141-242 2315.

24 Partnership arrangements between schools and colleges

Partnerships between schools and their local college can be a very effective way of making use of resources, and SQA fully supports this approach. We welcome arrangements between schools and colleges which extend the range of Courses on offer to candidates.

There are different types of partnership. This section includes some information about two possible types of partnership, where the candidates are school students taking National Courses.

It is vital that any partnership is supported by a formal written Partnership Agreement which details the roles and responsibilities of each partner. This should be in place before you enter any candidates. This will help prevent disputes or misunderstandings and avoid situations where, for example, candidates have been taught but have not been entered for a qualification. It will also establish procedures for communicating between centres and SQA.

24.1 Partnerships where colleges deliver and assess and schools manage registration and entries

This is the school-college partnership where all aspects of the registration and entries process are dealt with by the school, while delivery of teaching, internal assessment and internal moderation is carried out by the college.

There needs to be a clear understanding of who will carry out which activity and this will have been defined in the Partnership Agreement.

In this kind of partnership, because some duties are shared, the way in which some quality assurance and procedural activities are carried out needs to be carefully worked out. These include:

- ◆ approval
- ◆ management of information
- ◆ management of external quality assurance
- ◆ management of other quality assurance issues
- ◆ external assessment
- ◆ management of candidate appeals

24.1.1 Approval

Both parties must be approved to offer this qualification. The school requires approval because it retains ownership of registration and entries, but this is a simple process. The school will need to complete the cover sheet and page 2 of **Form SA1(2) Application for Approval to offer a Specific Qualification**, attach a copy of the partnership agreement and send both of these documents to the Approval Section at our Glasgow address. Once your application for approval has been processed, your approval record will be updated and you will receive written confirmation.

You will not need to supply us with any more partnership information and there is no requirement for renewal of approval unless terms of the partnership change. In this case, please contact our Approval Section for advice.

For more information on anything to do with approval, or to obtain copies of forms, please contact the Approval Section on 0141-242 2122.

24.1.2 Management of information

We will correspond directly with you about all matters relating to the qualification, ie entries and entries updates, qualification information and procedural arrangements such as for moderation, examinations and appeals.

The Partnership Agreement must show clear lines of communication between the partners. You must inform the college of the school timelines to which it is working, (these are detailed in the *Calendar of key dates for schools*, which is issued each year with our Registrations, Entries and Results guidance in the Operational Guide for Schools) — the college's timelines are usually different. This will allow the college to make the information, records and assessment evidence relating to school candidates available at the required time.

Both parties must decide how to ensure the following information is gathered, confirmed and updated (if necessary):

- ◆ entries
- ◆ Unit results
- ◆ Course estimates
- ◆ internal assessment marks
- ◆ candidate evidence for external moderation (if required)
- ◆ candidate evidence for appeals (if required)

We will send you key information which must be shared with the college:

- ◆ external moderator reports
- ◆ Course results
- ◆ appeals results

24.1.3 Management of external moderation

We will send all formal communications about external moderation to the school. If your school is selected for external moderation of a qualification that is part of a partnership with a college, you must work with the college to ensure that candidates or their materials are made available for moderation. In the case of a visit, our moderators will be flexible, eg a visiting event may take place at the school or at the college — the moderator will discuss this with you.

If you have been selected for central moderation, please ensure that you have made clear arrangements to enable our courier to collect packages of materials from the correct location.

The Partnership Agreement must record how the management of information and the management of external quality assurance will be conducted. We have developed exemplar material which could help you as you develop your partnership agreement. You can find this on the Approval section of our website, or you can telephone the Approval Section on 0141-242 2122.

24.1.4 Management of internal quality assurance

In a school-college partnership, it may be useful for the school to seek information about other matters, for example:

- ◆ the personnel delivering, assessing and internally moderating
- ◆ accommodation and resources — and whether they are accessible to school candidates
- ◆ internal moderation of the assessment process
- ◆ the number of hours available for teaching and assessing
- ◆ the support and guidance available to school candidates
- ◆ what happens to school candidates in case of college staff absence
- ◆ feedback from school candidates
- ◆ management of candidate records including attendance, progress etc

24.1.5 External assessment

Because the school has entered the candidates, our Awards Processing System (APS) assumes that candidates will be sitting examinations at the school. If the candidate is to sit the examination at the college, the school has to complete and submit **External Examination — Alternative Centre Form (SA00)** (the ‘sitting at’ form). For copies of the form, please contact Data Management — National Qualifications on 0131-561 6955, or see our website: www.sqa.org.uk.

In subjects where there is a requirement for our visiting examiners to assess practical abilities — such as Drama and Music — we will contact the school about the arrangements for this. It will be the school’s responsibility to confirm the details with both the college and the visiting examiner.

24.1.6 Management of candidate appeals

Once you have received the results, you (the school) will be responsible for making the appeal. You will be responsible for making the appeal. The school will need to liaise with the college to access the candidate's evidence and to complete any documentation to support the appeal. The outcome of the appeal will be notified to the school.

24.2 Partnerships where colleges are responsible for all aspects of the qualification

In some school-college partnerships the school pupils are candidates of the college and the college deals with all aspects of the qualification. For example, it enters the candidates, delivers the qualification and assesses the candidate. The school has no part in any of the processes and it does not receive any reports on the candidates from us.

Approval

If your school wishes to offer a qualification in this kind of partnership, the college must be approved to offer the qualification and you should seek confirmation of this as part of the partnership arrangement. As the college is responsible for all aspects of the qualification (entry, delivery, assessment etc), there is no need for the school to be approved.

Management of information

We correspond directly with the college (the centre which enters the candidates) about all matters relating to the qualification ie entries and entry update, qualification information and procedural arrangements such as moderation, examinations and appeals.

Your school will want to know how its pupils are progressing. For this reason, the Partnership Agreement might also include details on how the college informs the school about, for example:

- ◆ entries
- ◆ Unit results
- ◆ Course results
- ◆ appeals results

External assessment

Because the college will have entered the candidates, our Awards Processing System (APS) will assume that candidates will be sitting examinations at the college. If the candidate is to sit the examination at the school, the process requires the completion and submission of **External Examination — Alternative Centre Form (SA00)** (the ‘sitting at’ form). For copies of the form, please contact Data Management — National Qualifications on 0131-561 6955.

In subjects where there is a requirement for our visiting examiners to assess practical abilities — such as Drama and Music — we will contact the college about the arrangements. It will be the college’s responsibility to confirm the details with both the school (about the access to the candidates) and the visiting examiner.

Further help, support and advice

We have a team of Quality Assurance Managers working in our Quality Assurance Unit. They work on a geographical basis and are a source of expertise and support in quality assurance matters, including school-college partnerships. If you would like to discuss any of these aspects with a Quality Assurance Manager, please contact SQA’s Audit Section on 0141-242 2092.

25 Project-based National Courses

This section provides guidance on when entries for Project-based National Courses, Unit results and other data need to be submitted to SQA in order to ensure certification by the required date. There is more detailed guidance in *Project-based National Courses — procedural guide for centres*.

Note that we will accept entries for candidates who will require visiting assessment to take place outside Scotland, but only if we can fully recover the costs incurred — we will not meet the additional costs.

25.1 The PBNC cycles

To reflect the flexibility which these Courses require, we have established four separate cycles of PBNC procedures per session, with completion months of August, November, February or May. These dates reflect delivery patterns.

The dates given here supersede those in *Project-based National Courses — procedural guide for centres*. Note especially that the dates for Practical Assignment projects which require visiting assessment have been brought into line with the other types of PBNCs.

25.2 Candidate registration

As with all other qualifications, candidates must be registered with SQA before they can be entered for a PBNC. There is full guidance on how to register candidates in section 9 of this guide. You should ensure that candidate registrations have been successfully processed before submitting entries.

25.3 Entries

The procedure for entering candidates for PBNCs and their constituent National Units is similar to that for other National Courses. The main difference is the significance of the completion date, which will have implications for the certification date. For PBNC entries, one of the following completion months must be used: August, November, February, or May.

There is a full list of the PBNC entry codes in Appendix 2 of *Project-based National Courses — procedural guide for centres*.

Entering a candidate for the Course (C-code) automatically enters them for the external assessment (X-code). If you make a 'C' code entry for a candidate you must not make an 'X' code entry for the same Course.

25.4 Key Dates 2005/06

Task	Course Completion Month			
	August 2005	November 2005	February 2006	May 2006
Issue of cumulative entries report by SQA	31 May 2005	1 September 2005	1 December 2005	1 March 2006
Final date for submission of entries (Courses & Units)	17 June 2005	16 September 2005	16 December 2005	17 March 2006
Issue of documentation (stationery, Forms Ex6, Estimate forms)	1 July 2005	30 September 2005	6 January 2006	31 March 2006
Visiting Assessment to take place for VA Type 2*	July 2005	October 2005	January 2006	April 2006
Issue of eligibility reports showing any missing Unit entries	15 July 2005	14 October 2005	13 January 2006	14 April 2006
Visiting Assessment to take place for VA Type 1	August 2005	November 2005	February 2006	May 2006
Last completion date for Units contributing to the Course	September 2005	December 2005	March 2006	June 2006
Final date for submission of projects to SQA for marking	2 September 2005	2 December 2005	3 March 2006	2 June 2006
Issue of eligibility reports showing missing Unit results	9 September 2005	9 December 2005	10 March 2006	9 June 2006
Final date for submission of completed forms EX6 (VA types 1 & 2) and Estimate forms	16 September 2005	16 December 2005	17 March 2006	16 June 2006
Certification month	November 2005	February 2006	May 2006	August 2006
Submission date for requests for Appeals	16 December 2005	24 March 2006	23 June 2006	25 Aug 2006 (Higher) 15 Sept 2006 (Int 2)

*For Visiting Assessment Type 2, this visit **must take place around one month prior to the completion date** since the candidates should be allowed this amount of time to complete the Evaluation Report.

25.5 Submission of Unit results

The procedure for submitting PBNC Unit results is similar to other National Units. Please note from the table above the last completion date which should be given for Units in order to meet the various certification dates.

25.6 Submission of estimates

There is guidance on the submission of Estimates in section 12 of this guide. The final dates for submission of estimates for each PBNC cycle are set out above. You are reminded that currently no estimates are required for PBNCs which are categorised as Assessment Types VA1 and VA2 (see Appendix 2 *Project-based National Courses — procedural guide for centres*).

25.7 Awards reporting

The reporting of results to candidates and centres will follow a similar pattern to question paper-based National Courses. Candidates will have their achievements recorded on the Scottish Qualifications Certificate.

25.8 PBNC Certification dates

PBNC Completion Date	PBNC Certification
August 2005	November 2005
November 2005	February 2006
February 2006	May 2006
May 2006	August 2006

25.9 Appeals

It should be noted that the *Project-based National Courses — procedural guide for centres* states that no assessment appeals will be permitted for PBNCs with assessment types VA1 and VA2. This policy is currently being reviewed as part of the wider review of PBNCs, and you will be notified in due course of any alterations to policy or procedures. In the meantime, centres wishing to dispute a decision by a Visiting Assessor should contact the Head of Assessment Logistics (telephone: 0131-561 6853).

For those PBNCs which are submitted to SQA for external marking, you are reminded that centres may appeal on behalf of candidates who have received an award below that estimated, provided alternative evidence of the candidate's attainment can be submitted to support the appeal.

Appendix 1: Further guidance

The following publications, most of which are referred to in this guide, give further details and subject-specific information on our procedures. These publications are available from SQA's Customer Contact Centre (telephone: 0875 279 1000 or e-mail: customer@sqa.org.uk).

A charge may be made for some publications. A comprehensive list of all SQA publications can be obtained from our website at: www.sqa.org.uk.

An Introduction to the Scottish Credit and Qualifications Framework

Appeals: how the system works

The Appeals Process: a handbook for centres

Automatic Certification of Core Skills

Catalogue of Higher National Units

Catalogue of National Qualifications

Conditions and Arrangements for National Qualifications

Estimates, Absentees and External Assessment Appeals: guidance on evidence requirements

Guidance on Alternative Assessment Arrangements

Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs

Guide to Assessment and Quality Assurance for Secondary Schools

Guide to Internal Moderation for SQA centres

Instructions for Submission of Assessment Appeals

Managing Scottish Group Awards: Information for senior managers in schools

Moderation Visits: a guide for Colleges, Employers and Training Providers

National Qualifications CD-ROM

Operational Guide for Colleges

Operational Guide for Employers and Training Providers

Project-based National Courses: procedural guide for centres

SCQF National Plan for Implementation of the Framework

SCQF Update 2

SGAs — a guide for centres

Appendix 2: National Qualifications — Calendar of key dates for schools 2005/06

Activity Number	Action Date	Activity
1.	End of August 2005	Provision of reference data (by e-mail or on disk) by SQA to centres via MIS suppliers (where appropriate). <i>This allows centres to update their MIS files to reflect current approval status.</i>
2.	25 August 2005	Issue of 2006 Examination Timetable by SQA.
3.	29 August – 16 September 2005	The centre should establish whether each candidate has an SCN, and if not, register with SQA. Within 10 working days SQA will process the registrations and send a processing report. This ensures that candidates are registered prior to the submission of entries and allows for checks to see whether or not a candidate has already been registered with SQA.
4.	September 2005	Assessment arrangements for candidates with additional support needs — e-mail issued to SQA Coordinators with link to instructions and electronic submission form on SQA's website.
5.	Early September 2005	SQA provides centres with details of Invigilators appointed in 2005 on Forms INV A and INV B. These should be used to confirm or amend the details of the persons to be appointed for the 2006 examination. Please refer to activity number 6 for deadline return date.
6.	23 September 2005	Centres should return Forms INV A and INV B detailing Invigilator nominations to SQA.

Activity Number	Action Date	Activity
7.	3 October – 11 November 2005	<p>The centre provides entry information on Courses, Units and, where appropriate, external assessments. In each case, level and completion date must be specified. Do not submit entries until any new registrations have been confirmed as having been processed successfully.</p> <p>Within 10 working days SQA will process the entries and send a processing report.</p> <p>NB: If Units contribute to a National Course, at least one of the Units requires a completion date of March 2006.*</p> <p>Centres may also be selected for moderation of Units with completion dates other than March 2006 and should therefore ensure candidate evidence is retained for three weeks after the completion date entered on the SQA system.</p> <p><i>*Units with a March 2006 completion date may be subject to central moderation in April 2006. Centres which are selected for moderation will be required to submit completed candidates' evidence on 27 March 2006, and should therefore aim to complete all assessment and internal moderation of these Units by mid-March 2006.</i></p> <p>SQA need an early indication of entries to ensure that appropriate numbers of markers are appointed and question papers produced. This also allows adequate time for the identification and resolution of any queries or errors in data submissions.</p> <p>By 11 November 2005 centres should have sought and gained approval to offer any Courses/Units for which certification is required in August 2006.</p> <p><i>Centres should ensure that they are approved to offer qualifications before submitting entries. If a centre is not approved to offer a qualification, the entry will be rejected.</i></p>

Activity Number	Action Date	Activity
8.	Early November 2005	<p>SQA will issue invitations to Markers for the 2006 examination. Invitations will contain Markers' Meeting details.</p> <p><i>Centres are requested to grant leave of absence to any member of staff to attend Markers' Meetings during normal working hours.</i></p>
9.	1 December 2005	<p>SQA will send out reports confirming details of Course entries processed and details of Incomplete National Course Profiles — Unit Entries Missing. This report will require action.</p> <p>Please refer to Activity Number 14 for deadline return date.</p>
10.	By 16 December 2005	<p>Last date for submission of requests for assessment arrangements for candidates with additional support needs.</p>
11.	By end January 2006	<p>Ensure that SQA holds all course and unit entries for candidates at the correct level to be assured of the completeness of examination stationery.</p>
12.	8 February 2006	<p>SQA will issue forms to collect Estimates and Internal Assessments for Standard Grade Drama and Physical Education.</p> <p>Please refer to Activity Number 17 for Collection/Uplift date of Standard Grade forms.</p>
13.	February 2006	<p>SQA will issue stationery for the submission of all externally-assessed coursework.</p> <p><i>This will allow centres sufficient time to collate and package materials for submission to SQA by the due dates. There will be supplementary issues to deal with any late entries.</i></p>

Activity Number	Action Date	Activity
14.	By 23 February 2006	<p>Centres should ensure that candidates are entered for the correct National Qualifications at the appropriate levels and advise SQA of any changes of Course or Unit level.</p> <p><i>By this date SQA would expect exact entry requirements to have been determined for nearly all candidates. Entries at this date will be reflected in the various reports and forms to be issued during March.</i></p> <p>SQA will issue Moderation Selection Report MS01 which details central moderation selections for the April/May events, together with the associated flyleaves and stationery for Standard Grade and National Units and Courses.</p> <p><i>Centres will only receive flyleaves and associated stationery for those Units and Courses which are selected for central moderation.</i></p> <p>Centres should inform SQA of any alternative external assessment accommodation arrangements required for candidates.</p> <p><i>This will ensure that the necessary practical arrangements can be made prior to the examination.</i></p> <p>Centres should pass accommodation arrangements information to their Chief Invigilator.</p> <p><i>This will allow Chief Invigilators to identify invigilation requirements and arrange/advise invigilators of their duties.</i></p>

Activity Number	Action Date	Activity
15.	By 1 March 2006	<p>SQA will issue forms to collect Estimates and Internal Assessment Grades for Standard Grade courses and Estimates for National Courses.</p> <p><i>Estimates can be submitted electronically for NC and Standard Grade. However not all MIS Suppliers may be able to provide the additional functionality for SG Estimates. Please contact your MIS Supplier for further details.</i></p> <p>Please refer to Activity Number 17 for Collection/Uplift date of Standard Grade forms and to Activity Numbers 23 and 26 for National Course Estimates.</p>
16.	Early March 2006	<p>SQA will issue Forms Ex6 for submission of Standard Grade coursework (Administration; Art & Design; Classical Greek; English; Gàidhlig; Modern Languages; and Latin).</p> <p>These forms should be returned along with the coursework to be submitted by 27 March 2006.</p>
17.	27 March 2006	<p>Submit estimates and internal assessment grades for all Standard Grade subjects except Art & Design; Craft & Design; Gaelic; Gàidhlig; Music; and Modern Languages.</p> <p>Please refer to Activity Number 25 for Collection/Uplift date for the exceptions listed above.</p> <p>Submit Standard Grade coursework for assessment.</p> <p>Selected centres should submit central moderation material for Standard Grade, National Units and designated National Courses, as detailed in the Moderation Selection Report MS01 issued to centres on 24 February 2006.</p> <p><i>This enables us to begin results processing and allows for moderation procedures to take place. Externally assessed coursework is marked prior to the main diet.</i></p>

Activity Number	Action Date	Activity
18.	Up to 31 March 2006	<p>The submission of withdrawals for National Qualifications without incurring an entry charge.</p> <p>New Course entries or amendments are possible without late entry charge.</p> <p>Entries or changes of level processed after 31 March 2006 will be subject to a late entry charge.</p> <p><i>Any entries or amendments received after this date will not have been reflected in the coursework materials issued to centres in early April.</i></p>
19.	31 March 2006	<p>SQA will issue Internal Assessment Mark forms for National Courses (where appropriate).</p> <p>Please refer to Activity Number 25 for Collection/Uplift date.</p>
20.	Early April 2006	<p>SQA will issue Forms Ex6 for the submission of coursework for National Courses.</p>
21.	3 April 2006	<p>Chief Invigilators submit Form INV C, identifying provisional invigilation requirements.</p>
22.	Mid-April 2006	<p>SQA will issue examination stationery for main diet.</p>
23.	14 April 2006	<p>Deadline for submission of estimates for all National Courses (if these are being submitted on paper forms).</p> <p><i>This allows SQA to begin the data entry process, validate the submissions and identify missing or incomplete returns.</i></p>

Activity Number	Action Date	Activity
24.	19 April 2006	<p>SQA will issue additional Internal Assessment Mark forms for National Course subjects (where appropriate).</p> <p>SQA will send out reports confirming details of Course entries processed and details of Incomplete National Course Profiles — Unit Entries Missing. This report will require action.</p> <p>These reports will provide an accurate record of the entries data held by SQA and highlight where entries are missing for Units which contribute to National Courses.</p>
25.	27 April 2006	<p>Electronic formats only (diskette, file transfer or e-mail attachment) — submit estimates for all National Courses.</p> <p>Please refer to Activity Number 23 for submission by paper deadline date.</p> <p>Submit Estimates and Internal Assessment grades for Standard Grade Art & Design; Craft & Design; Gaelic; Gàidhlig; Music; and Modern Languages.</p> <p>Submit internal assessment marks for National Course subjects except Applied Practical Electronics (Int 1); Construction (Higher); Engineering Craft Skills (Int 1, Int 2); Hospitality (Int 2, Higher); Personal and Social Education (Int 1, Int 2, Higher); Woodworking Skills (Int 1, Int 2).</p> <p>Submit coursework (where required) for National Courses for external assessment (except Art and Design AH).</p> <p>Selected centres to submit central moderation material for designated National Courses (May completion date), as detailed in the Moderation Selection Report MS01 which was issued to centres on 24 February.</p> <p>These submissions are required at the end of April to allow for data processing to commence, assessment moderation to be conducted, and coursework marking to be completed before the main examination diet.</p>

Activity Number	Action Date	Activity
26.	End April 2006	<p>SQA will issue main diet Attendance Registers (Ex6).</p> <p>SQA will issue report with details of missing National Course Estimates.</p> <p>This will list candidates who:</p> <ul style="list-style-type: none"> ◆ will not be included in the derived grade procedures ◆ will not be eligible for Absentee consideration ◆ will be ineligible for appeals consideration
27.	2 May – 9 June 2006	<p>NQ Diet of examinations.</p> <p>Submit requests for Absentee consideration (within seven days of exam concerned at the latest).</p>
28.	2 May 2006	<p>Final deadline date for submission of any necessary changes to estimates using the Estimate-Amendment form.</p>
29.	10 May 2006	<p>Final deadline for submission of internal assessment marks for National Courses in Applied Practical Electronics (Int 1); Construction (Higher); Engineering Craft Skills (Int 1, Int 2); Hospitality (Int 2, Higher); Personal and Social Education (Int 1, Int 2, Higher); Woodworking Skills (Int 1, Int 2).</p>
30.	By 18 May 2006	<p>Final date for submission of outstanding Unit results for candidates with examination-based National Course entries*.</p> <p><i>Unit results must be received by this date to ensure that they are included in the August certification process.</i></p>
<p><i>*Results for Units should normally be submitted within the calendar month following the completion date. Centres who do not submit the Unit Results within this timescale will be contacted. Where completion dates change, please inform us so that we can ensure prompt certification.</i></p>		

Activity Number	Action Date	Activity
31.	31 May 2006	<p>SQA will issue reports including details of missing Unit entries and results, and missing internal assessment marks for Courses. These reports will require action and will require a signature on delivery.</p> <p><i>Any missing data will impact on certification. Incomplete Unit profiles will mean that candidates are ineligible for National Course awards; the absence of internal assessment marks will mean that candidates do not receive appropriate credit for this component of the examination, nor will they be eligible for appeals consideration.</i></p>
32.	9 June 2006	<p>Final date for submission of changes to Unit results and internal assessment marks for Courses (changed as a result of moderation).</p> <p>Final date for submission of candidates' address changes.</p> <p><i>No guarantee can be given that changes received after this date will be processed in time to be included in the August certification process.</i></p>
33.	4 August 2006	<p>NQ results data issued to centres in an electronic format (or via SEEMIS for centres concerned).</p> <p>Centre Helpline opens and operates for three weeks.</p>
34.	7 August 2006	<p>NQ results summary received by centres (paper version).</p>
35.	8 August 2006	<p>Candidates to receive notification of NQ results.</p>

Activity Number	Action Date	Activity
36.	11 August 2006	Issue of Appeals Request Form and associated stationery to centres (for submission of Stage 1 Appeals).
37.	17 August 2006	SQA to issue details of outstanding results for Units with completion dates up to July 2006 .
38.	25 August 2006	Last date for receipt of Stage 1 Appeals.
39.	1 September 2006	Issue Stage 1 appeals processing report. Issue of 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 2006.
40.	8 September 2006	Final date for submission of unit results for candidates to achieve certification with August 2006 date.
41.	15 September 2006	Last date for receipt of Stage 2 Appeals.
42.	20 September 2006	Issue of urgent appeals results.
43.	22 September 2006	Issue of Stage 2 Appeals processing report.
44.	26 September 2006	Issue of Stage 1 Appeals results with feedback to centres.
45.	10 November 2006	Issue of Stage 2 Appeals results with feedback to centres.
46.	Late November 2006	Issue of revised SQCs to candidates.
47.	Early December 2006	Issue of post-Appeals Statement of Results to centres (electronic and paper versions).

Appendix 3: Subject-specific submission deadlines

This appendix gives a listing of subject-specific submission dates for National Qualifications. This listing replaces the ‘Head of Centre Guide’ which we used to issue each year.

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
All Standard Grade courses except Art and Design; Craft and Design; Gaelic (Learners); Gàidhlig; Music; and Modern Languages	Standard Grade	Estimates	27 March	—
	Standard Grade	Estimates	27 April	—
Art and Design; Craft and Design; Gaelic (Learners); Gàidhlig; Music; and Modern Languages	Intermediate 1	Estimates (on paper forms) (Note: No estimates required for Engineering Craft Skills and Woodworking Skills)	14 April	—
	Intermediate 2	Estimates (electronic) Estimates (on paper forms) (Note: No estimates required for Engineering Craft Skills and Woodworking Skills)	27 April 14 April	— —
All Intermediate 1, Intermediate 2, Higher and Advanced Higher Courses	Higher	Estimates (electronic)	27 April	—
	Advanced Higher	Attendance registers and project materials	3 March	Externally Assessed
		Attendance registers	17 March	Visiting Examining type VA1 — to be completed by 28 February
	All Intermediate 2 and Higher Courses	Attendance registers	17 March	Visiting Examining type VA2 — to be completed by 31 January
		Estimates	17 March	—

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
All Project-based National Courses with completion date of May 2006	All Intermediate 2 and Higher Courses	Attendance Registers and project materials	2 June	Externally Assessed
		Attendance registers	16 June	Visiting Examining type VA1 — to be completed by 31 May
		Attendance registers	16 June	Visiting Examining type VA2 — to be completed by 30 April
		Estimates	16 June	—
All Project-based National Courses with completion date of August 2006	All Intermediate 2 and Higher Courses	Attendance Registers and project materials	1 September	Externally Assessed
		Attendance Registers	15 September	Visiting Examining type VA1 — to be completed by 31 August
		Attendance Registers	15 September	Visiting Examining type VA2 — to be completed by 31 July
		Estimates	15 September	—
All Project-based National Courses with completion date of November 2006	All Intermediate 2 and Higher Courses	Attendance Registers and project materials	1 December	Externally Assessed
		Attendance Registers	15 December	Visiting Examining type VA1 — to be completed by 30 November
		Attendance Registers	15 December	Visiting Examining type VA2 — to be completed by 31 October
		Estimates for Externally Marked Courses	15 December	—
Accounting and Finance	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
	Standard Grade	Attendance Register and Practical Abilities Tasks	27 March	Externally Assessed
Administration	Advanced Higher	Attendance Register and Reports	27 April	Externally Assessed
	Intermediate 1	Internal Assessment Marks for Practical Project Work	15 May	Visiting Moderation 15 May–26 May
Applied Practical Electronics				

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
	Standard Grade	Attendance Register and Critical Activity Submissions	27 March	Externally Assessed
	Standard Grade	Attendance Register and Expressive Activity	9 May	Externally Assessed
	Standard Grade	Design Activity Internal Assessment Grades	27 April	Visiting Moderation 3 May–19 May
Art and Design	Intermediate 1	Attendance Register and Art and Design Studies (Summary)	27 April	Externally Assessed
	Intermediate 1	Attendance Register and Expressive Activities	8 May	Externally Assessed
		Attendance Register and Design Activities	8 May	Externally Assessed
	Intermediate 2	Attendance Register and Expressive Activities	8 May	Externally Assessed
		Attendance Register and Design Activities	8 May	Externally Assessed
	Higher	Attendance Register and Expressive Activities	8 May	Externally Assessed
	Attendance Register and Design Activities	8 May	Externally Assessed	
Art and Design Enquiry: Design	Advanced Higher	Attendance Register and Design Folios	9 June	Externally Assessed
Art and Design Enquiry: Expressive	Advanced Higher	Attendance Register and Expressive Folios	9 June	Externally Assessed
Art and Design: Research and Appreciation	Advanced Higher	Attendance Register and Dissertations, Visual Presentations and Statements of Intent	26 May	Externally Assessed
Biology	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
Building and Architectural Technology	Advanced Higher	Attendance Register and Investigation Reports	27 April	Externally Assessed
	Higher	Projects and Internal Assessment Marks	27 April	Central Moderation
Business Management	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
Chemistry	Advanced Higher	Attendance Register and Investigation Reports	27 April	Externally Assessed
	Standard Grade	Attendance Register and Individual Investigation Reports	27 March	Externally Assessed
Classical Greek	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
	Standard Grade	Investigating and Internal Assessment Grades	27 March	Central Moderation
Classical Studies	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Computing	Intermediate 2	Coursework and Internal Assessment Marks	27 April	Central Moderation
	Higher	Coursework and Internal Assessment Marks	27 April	Central Moderation
	Advanced Higher	Coursework and Internal Assessment Marks	27 April	Central Moderation
Computing Studies	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
	Intermediate 1	Coursework and Internal Assessment Marks	27 April	Central Moderation
Construction	Higher	Projects and Internal Assessment Marks	10 May	Visiting Moderation 17 April – 19 May
Contemporary Social Studies	Standard Grade	Folders of Work (Investigating) and Internal Assessment Grades	27 March	Central Moderation
		Internal Assessment Grades for Knowledge and Understanding and Evaluating	27 March	—
	Standard Grade	Internal Assessment Grades for Creating and Presenting	27 March	Visiting moderation 20 February–3 March
Drama	Intermediate 1	Practical	Not Applicable	Visiting Examining 28 February–12 May
	Intermediate 2	Practical	Not Applicable	Visiting Examining 28 February–12 May
	Higher	Acting	Not Applicable	Visiting Examining 28 February–12 May
	Advanced Higher	Practical	Not Applicable	Visiting Examining 28 February–12 May
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
	Intermediate 1	Internal Assessment Marks for Practical Project Work	10 May	Visiting Moderation 27 March–10 May
Economics	Intermediate 2	Internal Assessment Marks for Practical Project Work	10 May	Visiting Moderation 27 March–10 May

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
English	Standard Grade	Internal Assessment Grades for Talking	27 March	Visiting Moderation 20 February–17 March
		Attendance Register and Folios of Coursework	27 March	Externally Assessed
		Attendance Register and Dissertations	27 April	Externally Assessed
English — Alternative Communication	Advanced Higher	Attendance Register and Creative Writing Folios	12 May (Handed to invigilator on day of exam)	Externally Assessed
		Internal Assessment Grades for Communicating	27 March	Visiting Moderation 20 February–17 March
		Attendance Register and Folios of Coursework	27 March	Externally Assessed
English — Spoken	Standard Grade	Internal Assessment Grades for Talking	27 March	Visiting Moderation 20 February–17 March
		Attendance Register and Tapes/Folios of Coursework	27 March	Externally Assessed
		Internal Assessment Grades for Talking	27 March	Visiting Moderation 20 February–17 March
Gaelic (Learners)	Standard Grade	Attendance Register and Tapes/Folios of Coursework	27 March	Externally Assessed
		Internal Assessment Grades for Speaking	27 March	Visiting Moderation 30 January–3 March
		Talking Materials and Internal Assessment Marks	27 April	Central Moderation
	Intermediate 1	Attendance Register and Reading and Writing Folios	27 April	Externally Assessed
		Talking Materials and Internal Assessment Marks	27 April	Central Moderation
	Intermediate 2	Attendance Register and Reading and Writing Folios	27 April	Externally Assessed
		Talking Materials and Internal Assessment Marks	27 April	Central Moderation
	Higher	Talking Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Folios	27 April	Externally Assessed
		Talking	Not Applicable	Visiting Examining 30 January–3 March
	Advanced Higher	Listening Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Folios	27 April	Externally Assessed
Attendance Register and Personal Studies		27 April	Central Moderation	
Advanced Higher	Attendance Register and Folios	27 April	Externally Assessed	
	Attendance Register and Personal Studies	27 April	Externally Assessed	
	Attendance Register and Personal Studies	27 April	Externally Assessed	

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Gàidhlig	Standard Grade	Internal Assessment Grades for Speaking	27 April	Visiting Moderation 30 January–3 March
		Attendance Register and Submitted Coursework	27 March	Externally Assessed
	Intermediate 1	Talking Materials and Internal Assessment Marks	27 April	Central Moderation
		Talking Materials and Internal Assessment Marks	27 April	Central Moderation
	Higher	Attendance Register and Folios	27 April	Externally Assessed
		Talking Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Folios	27 April	Externally Assessed
		Attendance Register and Reports	27 April	Externally Assessed
	Advanced Higher	Talking Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Folios	27 April	Externally Assessed
Geography	Advanced Higher	Attendance Register and Reports	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Geographical Folio	15 May	Externally Assessed
Geology	Intermediate 2	Fieldwork Reports and Internal Assessment Marks	27 April	Central Moderation
	Higher	Fieldwork Reports and Internal Assessment Marks	27 April	Central Moderation
Graphic Communication	Standard Grade	Candidate Portfolios (Illustration and Presentation) and Internal Assessment Grades	27 March	Central Moderation
	Intermediate 2	Computer Graphics Folios and Internal Assessment Marks	27 April	Central Moderation
		Thematic Presentations and Internal Assessment Marks	27 April	Central Moderation
	Advanced Higher	Computer-Aided 3D Modelling Presentations and Internal Assessment Marks	27 April	Central Moderation (and Visiting Moderation if required)
		Computer-Aided Graphic Presentations and Internal Assessment Marks	27 April	Central Moderation (and Visiting Moderation if required)
History	Intermediate 2	Attendance Register and Extended Responses	27 April	Externally Assessed
	Higher	Attendance Register and Extended Essays	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Home Economics	Standard Grade	Internal Assessment Grades for Practical and Organisational Skills	27 March	Visiting Moderation 30 January–13 March
	Intermediate 1	Internal Assessment Marks for Implementing	27 April	Visiting Moderation 13 March–7 April
Home Economics — Fashion and Textile Technology	Intermediate 2	Attendance Register and Practical Assignments	27 April	Externally Assessed
	Higher	Attendance Register and Technological Projects	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Technological Projects	27 April	Externally Assessed
		Attendance Register and Dissertations	27 April	Externally Assessed
Home Economics — Health and Food Technology	Intermediate 1	Internal Assessment Marks for Implementing	27 April	Visiting Moderation 13 March–7 April
	Intermediate 2	Attendance Register and Practical Assignments	27 April	Externally Assessed
	Higher	Attendance Register and Technological Projects	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Technological Projects	27 April	Externally Assessed
Home Economics — Lifestyle and Consumer Technology	Intermediate 1	Internal Assessment Marks for Implementing	27 April	Visiting Moderation 13 March–7 April
	Intermediate 2	Attendance Register and Practical Assignments	27 April	Externally Assessed
	Higher	Attendance Register and Technological Projects	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
Hospitality — Food and Drink Service	Higher	Attendance Register and Staff Manuals	27 April	Externally Assessed
	Intermediate 2	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
		Attendance Register and Written Assignments	27 April	Externally Assessed
	Intermediate 1	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
Hospitality — General Operations	Intermediate 2	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
	Intermediate 1	Attendance Register and Dissertations	27 April	Externally Assessed
		Attendance Register and Staff Manuals	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
Hospitality — Practical Cookery	Higher	Attendance Register and Staff Manuals	27 April	Externally Assessed
	Intermediate 2	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
		Attendance Register and Written Assignments	27 April	Externally Assessed
	Intermediate 1	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Hospitality — Professional Cookery	Intermediate 2	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
	Higher	Internal Assessment Marks for Practical Assignment	10 May	Visiting Moderation 10 April–19 May
Hospitality — Reception and Accommodation Operations	Higher	Attendance Register and Practical Assignments	27 April	Externally Assessed
	Intermediate 2	Coursework and Internal Assessment Marks	27 April	Central Moderation
Information Systems	Higher	Coursework and Internal Assessment Marks	27 April	Central Moderation
	Advanced Higher	Coursework and Internal Assessment Marks	27 April	Central Moderation
Land Use (Built Environment)	Higher	Projects and Internal Assessment Marks	27 April	Central Moderation
	Standard Grade	Attendance Register and Individual Investigation Reports	27 March	Externally Assessed
Latin	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Investigations	27 April	Externally Assessed
Managing Environmental Resources	Intermediate 1	Attendance Register and Unseen Analyses	27 April	Externally Assessed
	Intermediate 2	Attendance Register and Unseen Analyses	27 April	Externally Assessed
Media Studies	Higher	Attendance Register and Unseen Analyses	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
Modern Languages (French, German, Italian, Russian, Spanish, Urdu)	Standard Grade	Attendance Register and Writing Folios	27 March	Externally Assessed
	Standard Grade	Internal Assessment Grades for Speaking	27 April	Visiting Moderation 7 November– 9 December
	Intermediate 1	Speaking Moderation Materials	27 March	Central Moderation
	Intermediate 2	Internal Assessment Marks for Speaking	27 April	Central Moderation
Modern Languages (French, German, Italian, Russian, Spanish)	Intermediate 2	Speaking Moderation Materials	27 March	Central Moderation
	Higher	Internal Assessment Marks for Speaking	27 April	Central Moderation
	Higher	Speaking Moderation Materials	27 March	Central Moderation
	Higher	Internal Assessment Marks for Speaking	27 April	Central Moderation
Modern Studies	Advanced Higher	Speaking	Not Applicable	Visiting Examining 20 February–24 March
	Advanced Higher	Attendance Register and Folios	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Music	Standard Grade	Attendance Register — Supplement — Solo Performing	Not Applicable	Visiting Examining 13 February–24 March Retained in centre and handed to Visiting Examiner on day of visit
		Group Performing and Internal Assessment Grades	27 April	Visiting Moderation 8 May–26 May
		Inventing and Internal Assessment Grades	27 April	Visiting Moderation 8 May–26 May
	Intermediate 1	Performing (Mandatory)	Not Applicable	Visiting Examining 13 February–24 March
		Performing — Extension	Not Applicable	Visiting Examining 13 February–24 March
		Inventing Materials and Internal Assessment Marks	28 April	Central Moderation
		Attendance Register and Inventing Extension Folios	27 April	Externally Assessed
		Attendance Register and Midi-sequencing GM MIDI Files	27 April	Externally Assessed
		Attendance Register and Sound Engineering and Production Tapes and Session Logs	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Music (continued)	Intermediate 2	Performing (Mandatory)	Not Applicable	Visiting Examining 13 February–24 March
		Performing — Extension 1	Not Applicable	Visiting Examining 13 February–24 March
		Performing — Extension 2	Not Applicable	Visiting Examining 13 February–24 March
		Accompanying	Not Applicable	Visiting Examining 13 February–24 March
		Inventing Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Inventing Extension Folios	27 April	Externally Assessed
		Attendance Register and Midi-sequencing GM MIDI Files	27 April	Externally Assessed
		Attendance Register and Sound Engineering and Production Tapes and Session Logs	27 April	Externally Assessed
		Attendance Register and Sound Engineering and Production Tapes and Session Logs	27 April	Externally Assessed
	Higher	Performing (Mandatory)	Not Applicable	Visiting Examining 13 February–24 March
		Performing — Extension	Not Applicable	Visiting Examining 13 February–24 March
		Accompanying	Not Applicable	Visiting Examining 13 February–24 March
		Inventing Materials and Internal Assessment Marks	27 April	Central Moderation
		Attendance Register and Inventing Extension Folios	27 April	Externally Assessed
		Attendance Register and Midi-sequencing GM MIDI Files	27 April	Externally Assessed
		Attendance Register and Listening Extension Commentaries	27 April	Externally Assessed
		Attendance Register and Sound Engineering and Production Tapes and Session Logs	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Music (continued)	Advanced Higher	Performing — Mandatory	Not Applicable	Visiting Examining 8 May–26 May
		Performing Extension — 1	Not Applicable	Visiting Examining 8 May–26 May
		Performing Extension — 2	Not Applicable	Visiting Examining 8 May–26 May
		Accompanying	Not Applicable	Visiting Examining 8 May–26 May
		Training and Directing - Oral	Not Applicable	Visiting Examining 8 May–26 May
		Training and Directing — Video, Log	27 April	
		Inventing Folios and Internal Assessment Marks		Central Moderation
		Attendance Register and Inventing Extension Folios	27 April	Externally Assessed
		Attendance Register and Listening Commentaries	27 April	Externally Assessed
		Attendance Register and Listening Extension Dissertations	27 April	Externally Assessed
		Attendance Register and Midi-sequencing GM MIDI Files	27 April	Externally Assessed
		Attendance Register and Training and Directing Videos, Scores and Rehearsal Logs	27 April	Externally Assessed
		Attendance Register and Sound Engineering and Production Tapes and Session Logs	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Personal and Social Education	Intermediate 1	Internal Assessment Marks for Folios of Evidence	10 May	Visiting Moderation 20 March–9 May
		Internal Assessment Marks for Personal Statements	10 May	Visiting Moderation 20 March–9 May
	Intermediate 2	Internal Assessment Marks for Folios of Evidence	10 May	Visiting Moderation 20 March–9 May
		Internal Assessment Marks for Personal Statements	10 May	Visiting Moderation 20 March–9 May
	Higher	Internal Assessment Marks for Folios of Evidence	10 May	Visiting Moderation 20 March–9 May
		Internal Assessment Marks for Personal Statements	10 May	Visiting Moderation 20 March–9 May
	Standard Grade	Internal Assessment Grades for Practical Performance	27 March	Visiting Moderation 20 February–17 March
	Physical Education	Intermediate 1	Internal Assessment Marks for Performance	27 April
Intermediate 2		Internal Assessment Marks for Performance	27 April	Visiting Moderation 20 February–17 March
Higher		Internal Assessment Marks for Performance	27 April	Visiting Moderation 20 February–17 March
		Internal Assessment Marks for Performance	27 April	Visiting Moderation 20 February–17 March
Advanced Higher		Internal Assessment Marks for Performance	27 April	Visiting Moderation 20 February–17 March
		Attendance Register and Reports	27 April	Externally Assessed
Standard Grade		Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
		Attendance Register and Investigation Reports	27 April	Externally Assessed
Politics	Advanced Higher	Attendance Register and Research Reports	27 April	Externally Assessed

Course	Level	Submission(s)	Date of Collection/ Submission to SQA	Assessment Arrangements
Product Design	Intermediate 2	Attendance Register, Flyleafs and Design Assignments	27 April	Externally Assessed
	Higher	Attendance Register, Flyleafs and Design Assignments	27 April	Externally Assessed
	Advanced Higher	Attendance Register, Flyleafs and Extended Case Study	27 April	Externally Assessed
Psychology	Higher	Attendance Register and Research Investigations	27 April	Externally Assessed
	Advanced Higher	Attendance Register and Research Reports	27 April	Externally Assessed
Religious Studies	Standard Grade	Investigating and Internal Assessment Grades	27 March	Central Moderation
	Advanced Higher	Attendance Register and Dissertations	27 April	Externally Assessed
Science	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
	Standard Grade	Practical Abilities and Internal Assessment Grades	27 March	Central Moderation
Social and Vocational Skills	Standard Grade	Internal Assessment Grades for Communicative Abilities	27 March	—
	Standard Grade	Application of Technology Internal Assessment Grades	27 March	Central Moderation
Technological Studies	Standard Grade	Internal Assessment Marks for Practical Project Work	10 May	Visiting Moderation 27 March–10 May
	Intermediate 1	Internal Assessment Marks for Practical Project Work	10 May	Visiting Moderation 27 March–10 May
Woodworking Skills (no estimate required)	Intermediate 2	Internal Assessment Marks for Practical Project Work	10 May	Visiting Moderation 27 March–10 May

Appendix 4: Paper forms

This Appendix contains the forms which you can use to submit:

- ◆ registrations
- ◆ entries
- ◆ unit results
- ◆ estimates and internal assessment marks or grades

Also listed are:

- ◆ attendance registers
- ◆ flyleaves to accompany coursework submissions
- ◆ the alternative centre form
- ◆ forms to submit appeals

Copies of the forms are available from download at www.sqa.org.uk under Data Forms.

Please note that all forms must be completed in ink and signed (where appropriate), and the original forms (not copies) must be submitted by the due date.

Registration

Candidate Registration/Update Form (CR00)

This form is used to register candidates with SQA and can also be used to amend any registration details that we already hold on our system. Centres submitting data electronically should continue to send the registrations by this method and should not use this form.

When using this form, it is important that the appropriate box is ticked at the top to show whether the information being submitted is a new registration or an amendment.

Entry

Entry Creation Form (EC01)

This form is used to enter either a group of up to 24 candidates or an individual candidate in Courses, Units, Clusters or Group Awards. If you are entering a group of candidates, the group must have a common completion date for the qualification.

If the form is used by a centre which usually submits information to us electronically, the centre's MIS may not reflect the information given on the form. If this is the case, the Unit results will have to be submitted on a Unit results form.

Entry Creation Form — Process by Exception (EC02)

This form is used to advise SQA of candidates taking National Courses or Units at two levels within the same session, **where the entry code is the same at both levels.**

For example if a candidate has already been entered for an Intermediate 2 Course in French (C059 11), an additional entry for Higher French (C059 12) can only be submitted using this form. If the normal entry procedure is used the second entry will be rejected as a duplicate.

Entry Update by Candidate — Level Change/Completion Date Change/Withdrawal Form (EU00)

This form is used to make updates to completion dates, change the level of an entry that we already hold on our system or withdraw an entry for an individual candidate.

Entry Update by Group — Level Change/Completion Date Change/Withdrawal Form (EU01)

This form is used to make updates to completion dates, change the level of an entry that we already hold on our system or withdraw an entry for a group of candidates.

External Examination — Alternative Centre Form (SA00)

This form is more commonly known as the 'sitting at' form. It is used to let us know when a candidate is entered by one centre, but wishes to sit the examination at another SQA approved centre and enables us to send question papers to the 'sitting at' centre for the candidate.

A separate form must be completed for each subject the candidate intends to sit at the alternative centre.

The presenting centre must complete and sign the form, and should liaise with the 'sitting at' centre prior to submitting the form to Data Management — National Qualifications.

Note: A 'sitting at' centre is distinct from an 'alternative venue' (see section 10.13 for further information).

Unit Results

Unit Results by Unit Form (URU01)

This pre-printed form, which will be sent to you one month before the completion dates of the Unit, lists candidates entered for a Unit where all of the candidates have a common completion date. You should check the details of the candidates against your own records to ensure that all the correct names appear on the form.

If any candidates are missing please complete an **Entry Update — Unit Results Form (UR00/UR01)** and submit the Unit entry on an **Entry Creation Form (EC01)**.

Unit Results by Candidate Form (URC01)

This form is normally used by smaller centres who have specified that they wish to result their candidates in this manner. All the Units for which the candidate has been entered must have the same completion date. The form would normally be sent to the centre one month before the completion date.

Entry Update by Candidate — Unit Results Form (URU00)

This form is used when no pre-printed Unit results form has been produced, or if you have been unable to send us a Unit result via your electronic system.

Entry Update By Group — Unit Results Form (UR01)

This form is used when no pre-printed Unit result form has been produced, or you cannot send us the result via your electronic system.

Unit Result Amendment Form (URA00)

This form should only be used in exceptional circumstances where you require to amend a previously submitted result, or where you want to submit a result at a different level within a hierarchy (eg changing from '11' to '12'). Please note that a 'Fail' result should not be submitted to SQA unless it is a final result.

In all cases, we can only process a Unit result if a valid entry for the Unit has been submitted.

Standard Grade

Standard Grade Estimates and Assessment Grades (SGER00)

This form is used to supply information on Elements requiring either an estimate and/or an internal assessment grade. The forms are pre-printed and any candidate names not appearing on the correct form **must not** be added to the forms. Once any new entry information has been processed, **you will receive an additional pre-printed form** listing these candidates. If any candidates appear on the forms and are subsequently withdrawn, **do not score through the candidate details** but place an '8' in the relevant columns and withdraw the entry using your normal method.

Please note that all columns must be completed for all candidates listed.

Standard Grade: Estimate — Amendment

This form must be used when you wish to change an estimate already submitted to us.

Standard Grade: Internal Assessment Grade — Amendment

This form must be used when you wish to change an internal assessment grade already submitted to us.

National Courses

National Courses Estimate Report

This form is used to supply National Course estimates in the range 1–9 for the candidates named on the pre-printed form. If a candidate is not listed on the form, **do not add names to the form** — you must complete and submit a **National Courses: Estimate Report (Supplement)** and send us an entry for the candidate using your normal entry method. **Do not** change any of the details on the form regarding level of Course. If these are incorrect use a supplement form and place a ‘W’ (withdrawn) on the pre-printed Estimate Report against the candidate concerned and withdraw the entry using your normal method.

National Courses: Estimate Report (Supplement)

Used when the information contained on the pre-printed Estimate Report is incorrect or if an entry has missed the deadline for the production of the Estimate Report. All information required **must be** completed in a legible manner. It is vital that when you use this form you have amended the entry information either electronically, or by completing an Entry Amendment Form (EA00) **before** the Estimate Report (Supplement) is submitted to SQA.

National Courses: Estimate — Amendment

This form must be used when you wish to change an estimate already submitted to us, either on an Estimate Report form or on an Estimate Report (Supplement).

Internal Assessment Mark Form (IAMF 01)

This pre-printed form (normally green) is used for supplying us with any marks that are produced for an internally-assessed component which will contribute to the Course assessment. The forms will indicate the maximum mark available for the component. The mark entered **must not** be higher than the maximum mark — this is especially important for Physical Education. The marks submitted on these forms may be subject to moderation and you will be advised if this is the case. **Do not** add candidates’ names to these forms — use an **Internal Assessment Mark Form (Supplement)** and ensure that any entry amendments are sent to us in the normal manner.

Please note that for resit candidates, you must submit a new mark or re-submit the mark from the Course work. If you choose this option, you must retain all Course work for the moderation.

Internal Assessment Mark Form (Supplement)

This form should be used when a candidate does not appear on the pre-printed **Internal Assessment Mark Form**. You must ensure the correct entry information has been submitted, and that any marks on this form are not higher than the marks available for the component of the Course.

Internal Assessment Mark Form — Amendment

This form should be used if you find it necessary to change an internal assessment mark already submitted to SQA. A separate form must be completed for each Course and level. If the change is being made because the candidate's course level has been changed then the appropriate entry amendment must be submitted before this form is completed.

Attendance Register Ex6

Submission of Coursework

This form is used as a register of the candidates whose coursework is sent to us to be externally marked. Do not add any candidates to the **Ex6**. If a candidate's name does not appear on an **Ex6** then you **must** complete an Attendance Register Supplement (Additional Candidates) form and ensure that the correct entry information is held by us.

If you have a candidate on the form who is now withdrawn or has changed level, please mark 'W' (withdrawn) next to the candidate name and, in the case of a change of level, complete an **Attendance Register Supplement (Additional Candidates)** form, and make the level change using your normal method.

Attendance Register

The form is also used as a register of candidates who are taking the external assessment. For any candidates who do not appear on this form and who completed the external assessment, you must complete an **Attendance Register Supplement (Additional Candidates)** form (see below) and amend the entry information using your usual method.

Attendance Register Supplement (Additional Candidates)

This form is used when a candidate does not appear on the pre-printed **Ex6** but whose coursework is being submitted or they have taken the examination. It is a carbonised form and the copy should be retained by the centre to act as a prompt to amend the entry information using the usual method.

Flyleaves

These are used to accompany any coursework being submitted to us as part of the external assessment. One flyleaf should be completed for each candidate. The front should be annotated with the candidate's name and number, and the subject and level. There are different coloured flyleaves for each subject level:

Standard Grade	Buff
Intermediate 1	Pale blue
Intermediate 2	Green
Higher	Pink
Advanced Higher	Turquoise

Appeals

Appeals Request Form

This form lists those candidates who meet the conditions for which an assessment appeal is possible. If a centre wishes an appeal to be considered, they should enter an 'X' in Column A against the candidate's name.

Appeals are processed on the basis of the information received on these forms. In the absence of an **Appeals Request Form** or an 'X' against the appropriate candidate's name, an appeal cannot be processed even if evidence has been submitted.

Any forms received after the due date will incur a £50 processing charge per candidate.

Under no circumstances should centres add candidates to the Appeals Request Form. Any such additions will not be processed.

Please use **Appeals Request Supplement** to notify SQA of any urgent appeals.

Evidence Checklist

This form should list the names of those candidates for whom centres are submitting evidence in support of an appeal. This form should be submitted with evidence and an Appeals Evidence Flyleaf.

Please note the Evidence Checklist should not be submitted instead of an **Appeals Request Form**.

Centres should check that the candidates listed on this form match those marked with an 'X' on the Appeals Request Form and that evidence for each of these candidates is submitted.

Appeals Evidence Flyleaf

Centres should complete an A3 size, yellow Appeals Evidence Flyleaf for each Course/level for which appeals are to be submitted.

For Standard Grade submissions there may be more than one Element contained within the evidence. In such cases, centres should clearly mark on the front of the Flyleaf the Elements concerned.

The back page of the Appeals Evidence Flyleaf allows Examiners to see the type of evidence submitted and how it was produced. In general, the same information will refer to a whole group of candidates. In this case, only one form is needed, referring to all candidates. If however, an individual candidate's evidence has been produced in a different manner, centres should photocopy the back page of the form, complete it with respect to the individual candidate and attach it to the relevant material submitted as evidence.

The completed Flyleaf should then be wrapped around all of the appropriate evidence and submitted with **Evidence Checklist Form** for the appeal.

Absentees

Absentee Consideration Request Form

This form should be used when reporting the absence of a candidate through illness or other sufficient cause from the whole, or part of an examination, for whom the Head of Centre requires the SQA to consider an award. Detailed instructions are provided on the back of the form, which must be submitted **within 7 days of the examination**. If the absence is due to illness, a medical certificate covering the date(s) of absence(s) will be required.

Absentee Evidence Flyleaf

Centres should complete an A3 size, lilac Absentee Evidence Flyleaf for each course/level requiring absentee consideration.

The back page of the Evidence Flyleaf allows Examiners to see the type of evidence submitted and how it was produced. In general, the same information will refer to a whole group of candidates. In this case, only one form is needed, referring to all candidates. If however, an individual candidate's evidence has been produced in a different manner, centres should photocopy the back page of the form, complete it in respect of the individual candidate and attach it to the relevant material submitted as evidence.

The completed flyleaf should then be wrapped around all of the appropriate evidence and submitted to the Alternative (Assessment) Arrangements team at our Dalkeith address.

