

Appendix 2: National Qualifications — Calendar of key dates for colleges 2004/05

The submission dates set out below, especially for entries and Unit Results, reflect the position for mainstream candidates — we would hope that the majority will fall into this category. We do, however, recognise that there may be instances where these dates cannot be met. In such cases, SQA will endeavour to accommodate the late submission of data, but this can only be achieved if the vast majority of entries and Unit results are submitted by the stated deadlines. For late entries, we will not be able to draw on information to establish requirements for question papers or markers, and colleges will not be offered the necessary quality assurance checks available to those entries which meet the schedule. Colleges should use SQA.net to satisfy themselves that late entries and Unit Results have been received by us and successfully processed.

Action Date	Activity
Late August 2004	Provision of reference data (by e-mail) to colleges by SQA. Reference data will also be issued to colleges' MIS suppliers. <i>This enables colleges to update their MIS files to reflect current approval status.</i>
26 August 2004	Issue of 2005 Examination Timetable by SQA.
Before submitting entries	The college should establish whether each candidate has an SCN, and if not, register with SQA. SCNs should be checked using SQA.net. 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. Allows for checks to see whether or not a candidate has already been registered with SQA.

Action Date	Activity
Before submitting entries (cont)	<p>Colleges should seek and gain approval to offer any Courses/Units for which certification is required in August 2005 (and in any case by no later than 26 November 2004).</p> <p><i>Colleges should ensure that they are approved to offer appropriate qualifications before submitting entries. If a college is not approved to offer a qualification the entry will be rejected.</i></p>
1 September 2004	<p>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.</p>
Early September 2004	<p>SQA will provide to details to centres of Invigilators appointed in 2004 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 2005 examination.</p>
24 September 2004	<p>Centres should return Forms INV A and INV B detailing Invigilator nominations to SQA</p>

Action Date	Activity
<p>4 October 2004– 26 January 2005</p>	<p>The college should provide entry information, ideally on a continuous basis and at the earliest possible date within this period, on Courses, Units and, where appropriate, external assessments. In each case, level and completion date must be specified. Entries should not be submitted until any new registrations have been confirmed as having been created successfully.</p> <p>Within 10 working days SQA will progress the entries and send:</p> <ul style="list-style-type: none"> ◆ a processing report <p>Note: If Units contribute to a National Course then at least one of the Units requires a completion date of March 2005*.</p> <p>Centres may also be selected for moderation of Units with completion dates other than March 2005 and should therefore ensure candidate evidence is retained for three weeks after the completion date entered on the SQA system.</p> <p>*Units with a March 2005 completion date may be subject to central moderation in April 2005. Colleges which are selected for moderation will be required to submit completed candidates' evidence on 23 March 2005, and should therefore aim to complete all assessment and internal moderation of these Units by mid March 2005.</p> <p><i>We need an early indication of entries to ensure that appropriate numbers of markers can be appointed and question papers produced. It also allows adequate time for the identification and resolution of any queries or errors in data submissions.</i></p>
<p>Early November 2004</p>	<p>SQA will issue invitations to Markers for the 2005 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>

Action Date	Activity
By 17 December 2004	Last date for submission of requests for assessment arrangements for candidates with additional support needs. Colleges should have sought and gained approval to offer any Courses/Units for which certification is required in August 2005.
28 January – 18 June 2005	From this date SQA will, on a monthly basis, send out Course Entry Eligibility Reports linking Units to Course entries. We will ask you to confirm receipt of these reports. Cumulative information on entries is available via SQA.net. <i>This will allow colleges to check to ensure that the entries data held by SQA is correct and to submit any necessary amendments.</i>
28 January 2005	Deadline for submission of withdrawals for National Qualifications without incurring an entry charge.
9 February 2005	SQA will issue forms to collect Estimates and Internal Assessments for Standard Grade Drama and Physical Education.
Mid February 2005	SQA will issue stationery for the submission of all externally assessed coursework. <i>This will allow colleges sufficient time to collate and package materials ready for submission to SQA by the due dates. There will be supplementary issues to deal with any late entries.</i>

Action Date	Activity
<p>By 24 February 2005</p>	<p>Colleges should ensure that candidates are entered for the correct National Qualifications at the appropriate levels and advise SQA of any necessary changes to Course level or Unit level.</p> <p><i>By this date we would expect that entry requirements would 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 flyleafs and stationery for Standard Grade and National Units and Courses.</p> <p><i>Centres will only receive flyleafs and associated stationery for those Units and Courses which are selected for central moderation.</i></p> <p>Colleges should inform SQA of any alternative accommodation arrangements 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 the Chief Invigilator.</p> <p>This will allow Chief Invigilators to identify invigilation requirements and arrange/advise invigilators of their duties.</p>

Action Date	Activity
By 2 March 2005	SQA will issue forms to collect Estimates and Internal Assessment Grades for Standard Grade Courses and Estimates for National Courses (note that Estimates can be submitted electronically for NCs but not for Standard Grade).
Early March 2005	SQA will issue Forms Ex6 for submission of Standard Grade coursework (Administration, Art & Design; Classical Greek; English; Gàidhlig; Modern Languages; and Latin). <i>These forms should accompany the coursework to be submitted by 23 March.</i>
23 March 2005	Submit Estimates and internal assessment grades for all Standard Grade subjects with the exception of Art & Design; Craft & Design; Gaelic; Gàidhlig; Music; and Modern Languages. Submit Standard Grade coursework for assessment. 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. <i>This enables SQA to begin results processing and allows for moderation procedures to take place. Externally assessed coursework is marked prior to the main diet.</i>
Up to 31 March 2005	New Course entries or amendments are possible without late entry charge. Entries or changes of level processed after 31 March will be subject to a late entry charge so centres should submit data in advance of this date. <i>Any entries or amendments processed after this date will not have been reflected in the completion reports or coursework materials issued to colleges in early April.</i>

Action Date	Activity
31 March 2005	SQA will issue Internal Assessment Mark forms for National Courses (where appropriate).
Early April 2005	SQA will issue Forms Ex6 for submission of coursework for National Courses
4 April 2005	Chief Invigilators submit Form INV C to SQA, identifying provisional invigilation requirements.
Mid April 2005	SQA will issue examination stationery for main diet.
15 April 2005	Deadline for submission of estimates for all National Courses (if these are being submitted on paper forms). <i>This allows us to begin the data entry process, validate the submissions and identify missing or incomplete returns.</i>
19 April 2005	SQA will issue additional Internal Assessment Mark forms for National Course subjects (where applicable).

Action Date	Activity
<p>28 April 2005</p>	<p>Electronic formats only — submit estimates for all National Courses (note earlier submission date if paper forms are being used).</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 Engineering: Applied Practical Electronics (Int 1); 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).</p> <p>Submit coursework (where required) for National Courses for external assessment (except Art and Design AH).</p> <p>Selected centres submit central moderation material for designated National Courses (May completion date), as detailed in Moderation Selection Report MS01 issued on 24 February 2004.</p> <p><i>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. Note that, unless stated otherwise, estimates and internal assessments should be submitted on paper forms.</i></p> <p>SQA will issue report with details of missing National Course Estimates</p> <p>This will list candidates who: will not be included in the derived grades procedure; will be ineligible for Absentee consideration; and who will be ineligible for appeals consideration.</p>
<p>End April 2005</p>	<p>SQA will issue main diet Attendance Registers (Ex6s).</p>
<p>3 May-10 June 2005</p>	<p>NQ diet of examinations.</p> <p>Submission of requests for Absentee consideration (within seven days of the exam concerned at the latest).</p>

Action Date	Activity
4 May 2005	Final deadline date for submission of any necessary changes to estimates using the Estimate-Amendment form.
11 May 2005	Final date for submission of internal assessment marks for National Courses in Engineering: Applied Practical Electronics (Int 1); 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).
10 June 2005	<p>Final date for submission of Unit Results.</p> <p>Final date for submission of changes to internal assessment marks and Unit results (changed as a result of moderation).</p> <p>Final date for submission of candidate address changes.</p> <p><i>No guarantee can be given that Unit Results and changes received after this date will be processed in time to be included in the August certification process.</i></p>
17 June & 15 July 2005	<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. We will ask you to confirm receipt, completeness and accuracy of the reports.</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>
5 August 2005	NQ results data issued to colleges in an electronic format.
8 August 2005	NQ results summary received by colleges (paper version).
9 August 2005	Candidates to receive notification of NQ results.

Action Date	Activity
12 August 2005	Issue of Appeals Request Form and associated stationery to colleges (for submission of Stage 1 Appeals).
18 August 2005	SQA to issue details of outstanding results for Units with completion dates up to July 2005.
26 August 2005	Last date for receipt of Stage 1 Appeals.
2 September 2005	Issue of Stage 1 Appeals confirmation report. Issue of Appeals Request Form and associated stationery to colleges (for submission of Stage 2 Appeals). Centres to submit outstanding results for Units with completion dates up to July 2005.
16 September 2005	Last date for receipt of Stage 2 Appeals.
20 September 2005	Issue of urgent Appeals results.
23 September 2005	Issue of Stage 2 Appeals confirmation report.
27 September 2005	Issue of Stage 1 Appeals results to colleges with feedback.
11 November 2005	Issue of Stage 2 Appeals results to colleges with feedback.
Late November 2005	Issue of post-Appeals Statement of Results to colleges (electronic and paper versions) and Standard Grade overall awards report. Issue of revised SQCs to candidates.
<p>*Results for Units should normally be submitted within the calendar month following the completion date. Centres not submitting the Unit Results within this timescale will be contacted. Where completion dates change, please inform us so that we can ensure prompt certification.</p>	