

To: SQA Co-ordinator

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13 August 2009

Dear Colleague

**National Qualifications:
Pilot of Electronic (Annual) Question Paper Survey 2009**

This year we are piloting a new electronic approach to carrying out our annual survey of question papers and would like to invite you to take part.

The aim of this survey is the same as in previous years, namely to give selected subject teachers the opportunity to express their views on the content and format of the most recent question paper in their subject. The method of conducting the survey has changed however. This year the questionnaires are available electronically via our SQA Academy site (www.sqaacademy.org.uk). We trust that you will find it easier to administer and complete the survey as a result of this change.

You will find instructions for accessing SQA Academy appended to this letter along with enrolment keys for each of the subjects being surveyed this year. We would ask that you distribute this information to your subject teachers, on a subject and level basis, to allow them to participate in the 2009 survey. It is very important to ensure that each questionnaire is completed by the teacher responsible for that level of subject so that survey findings are an accurate reflection of subject teachers' professional opinions. Due to the pilot nature of this year's survey, teaching colleagues will be able to complete the questionnaires until the end of August 2009. The survey is live, therefore, from 17 – 31 August 2009.

The information we collect will be passed to Subject Assessment Panels and SQA qualification and examination teams so that teachers' view are taken into account as part of our ongoing review of qualification and assessment development processes.

Please do not hesitate to contact us if you have any queries about this year's survey and once again, we would like to thank you for taking part. We appreciate your continuing support for this annual survey of NQ question papers.

Yours sincerely



Elizabeth McGrath
Head of Qualifications Portfolio Management

Qualifications listed on SQA Academy – Question Paper Survey

-  [Chemistry Advanced Higher Questionnaire](#) (Chemistry)
-  [Chemistry Higher Questionnaire](#) (Chemistry)
-  [Chemistry Intermediate 1 Questionnaire](#) (Chemistry)
-  [Chemistry Standard Grade Credit Questionnaire](#) (Chemistry)
-  [English Advanced Higher Questionnaire](#) (English)
-  [English Higher Questionnaire](#) (English)
-  [English Intermediate 2 Questionnaire](#) (English)
-  [English Intermediate 1 Questionnaire](#) (English)
-  [English Standard Grade Credit Questionnaire](#) (English)
-  [English Standard Grade General Questionnaire](#) (English)
-  [English Standard Grade Foundation Questionnaire](#) (English)
-  [ESOL Higher Questionnaire](#) (ESOL)
-  [ESOL Intermediate 2 Questionnaire](#) (ESOL)
-  [Geography Advanced Higher Questionnaire](#) (Geography)
-  [Geography Higher Questionnaire](#) (Geography)
-  [Geography Standard Grade General Questionnaire](#) (Geography)
-  [Geography Standard Grade Foundation Questionnaire](#) (Geography)
-  [Geography Standard Grade Credit Questionnaire](#) (Geography)
-  [Mathematics Advanced Higher Questionnaire](#) (Maths)
-  [Mathematics Higher Questionnaire](#) (Maths)
-  [Mathematics Intermediate 2 Questionnaire](#) (Maths)
-  [Mathematics: Maths 1, 2 and Applications Intermediate 2 Questionnaire](#) (Maths)
-  [Mathematics Intermediate 1 Questionnaire](#) (Maths)
-  [Mathematics Standard Grade Credit Questionnaire](#) (Maths)
-  [Mathematics Standard Grade General Questionnaire](#) (Maths)
-  [Mathematics Standard Grade Foundation Questionnaire](#) (Maths)
-  [Product Design Intermediate 2 Questionnaire](#) (Product Design)
-  [Product Design Advanced Higher Questionnaire](#) (Product Design)
-  [Product Design Higher Questionnaire](#) (Product Design)

Enrolment Keys

Subject	Enrolment Key
Chemistry	T96nyf4g
English	Tah22gty
ESOL	TdkyR45b
Geography	Ty5h5cxR
Maths	Tx5b73sr
Product Design	T2qc3yAF

Joining a course on the SQA Academy



You may find it useful to print out this document for reference.

There are two steps to joining an SQA Academy course.

First you need an account with the SQA Academy, if you need to set one up, instructions on how to do this are in the section titled '[Setting up an account](#)'.

Secondly to join most of the courses, you will also have to enter a one time only 'Enrolment Key'. Instructions on how to do this are in the section titled '[Enrolling on a course](#)'.

Once you've set up an account there is a chance you will forget your password. If you do forget your password the SQA Academy has a built in feature which allows you to reset your password. Instructions on how to do this are in the section titled '[Forgotten your password?](#)'.

Setting up an account

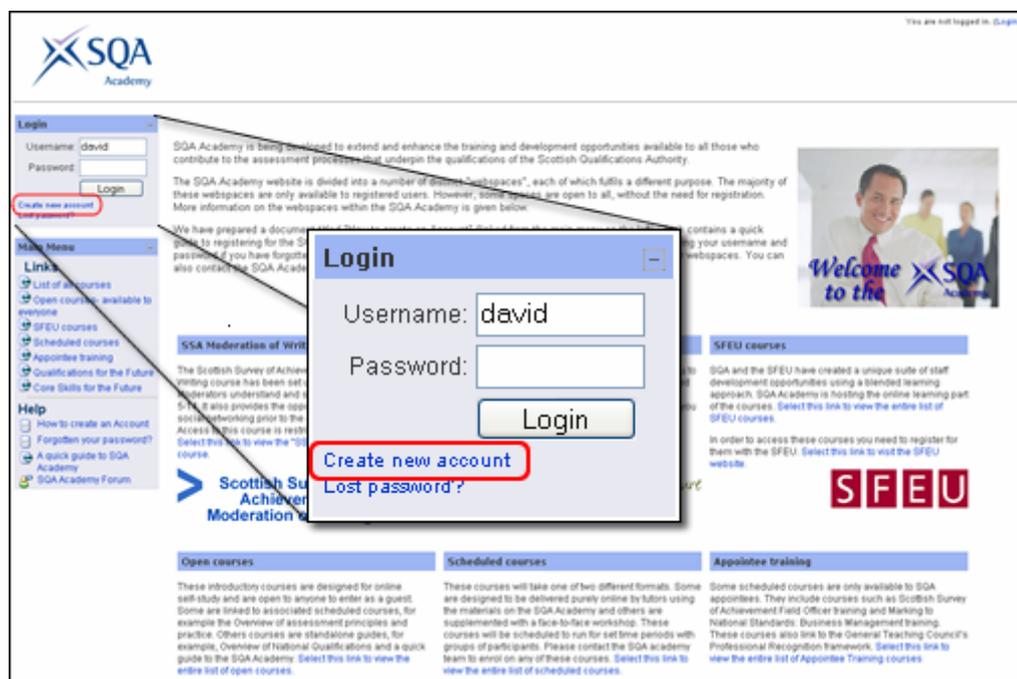


Figure 1: 'Create new account'

Go to SQA Academy the website address is <http://www.sqaacademy.org.uk>

If you are new to the SQA Academy, and want to create a new account, you will see a link at the bottom of the login box, "Create new Account" as shown in Figure 1.

Clicking on this link will take you to page where you can start creating a new account with the SQA Academy as shown in Figure 2. The steps to create a new account are as follows.

Figure 2: New Account page

Choose a username and password for yourself. The username should contain only letters and numbers, and have no spaces.

We recommend that you use your first name, last name and a number together e.g. davidkettle12

Microsoft has a guide on how to create a secure password, it is available from the following link: <http://www.microsoft.com/protect/yourself/password/create.msp>

Enter your email address (twice), your first and last names, your city and country. Enter the letters shown in the distorted image, to complete the security test. Click on the “Create my new account” button.

You should now see the page shown in Figure 3.

Figure 3: Email sent page

An email will have been sent to the email address you entered when creating your account, it may take a little time before the email arrives.

If you do not receive an email within a day asking you to confirm your account please contact the SQA Academy team (details on page 5).

You must open this email before you can complete the registration process.

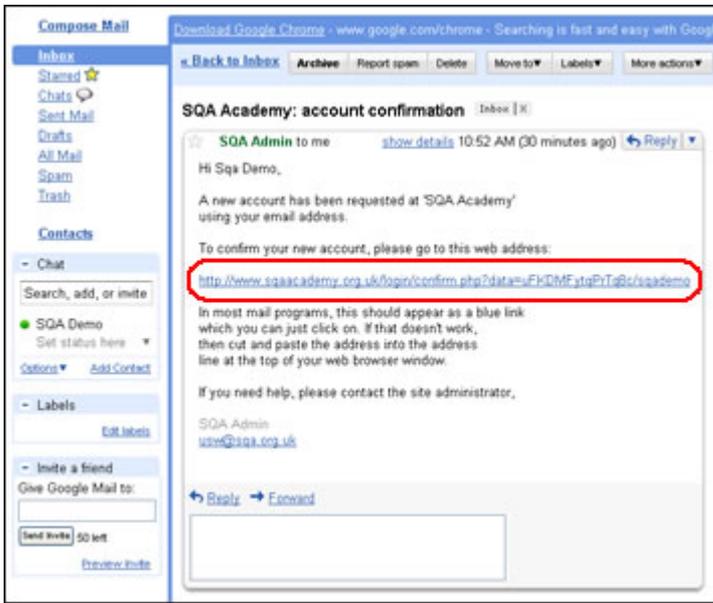


Figure 4: Confirmation email

The email contains a link as shown in Figure 4. Click on this link, or copy and paste it into your browser's address bar. The link will return you to the SQA Academy, where you will be told that your account registration has been confirmed as shown in Figure 5.

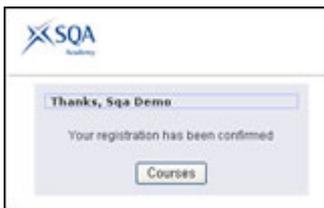


Figure 5: Registration confirmation page

Clicking on the “Courses” button on this page, as shown in Figure 6, will take you to the complete list of all the courses on the SQA Academy as shown in Figure 7.



Figure 6: Courses link



Figure 7: Course list

Enrolling on a course

Select the course you wish to join from the Course list or from the front page of the website. If you are new to this course you may be asked for an enrolment key. As shown in Figure 8.

Please note: the enrolment key is case sensitive



The screenshot shows the SQA Academy website interface. At the top, it says "You are logged in as Sqa Demo (Logout)". Below that, there's a navigation bar with "SQA > Courses > Login to EMC Training 09". The main content area features a course card for "Electronic Marks Capture Training 2009" with a description: "This course introduces Principal Assessors (PAs), Team Leaders (TLs) and Markers to the EMC system and the quality assurance processes which underpin electronic marking." Below the course card, a message states: "This course requires an 'enrolment key' - a one-time password that you should have received from Pauline Redger." At the bottom, there is an "Enrolment key:" input field, an "Enrol me in this course" button, and a "Cancel" button.

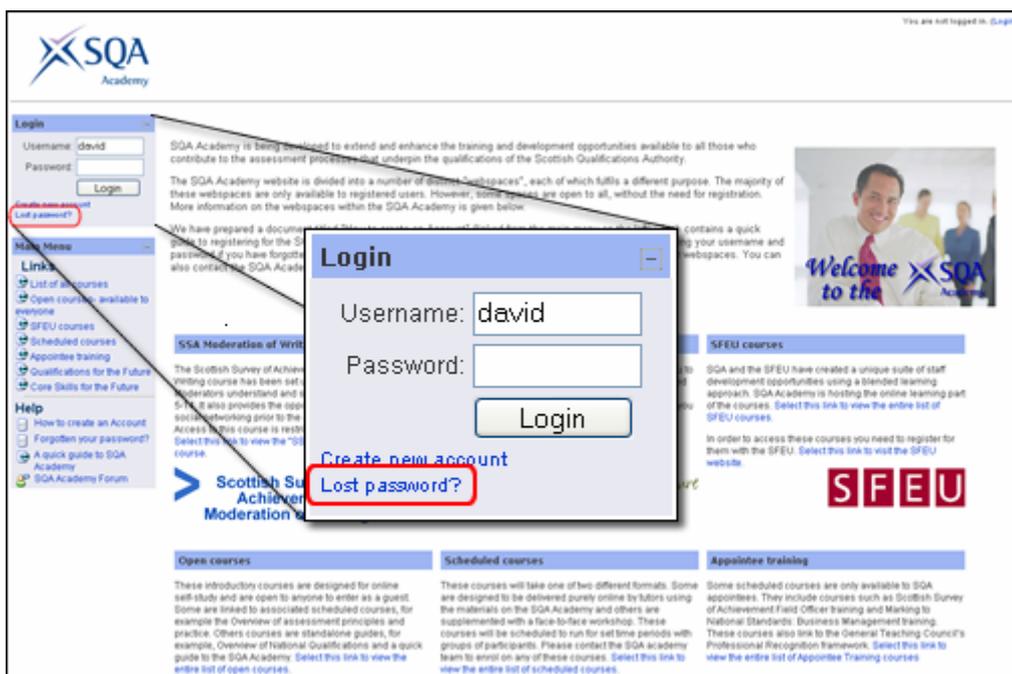
Figure 8: Enrolment key screen

If you have not received an enrolment key, please contact us by email at academy@sqa.org.uk, or by phone on 0131 271 6744.

Once the enrolment key has been correctly entered, you are fully registered on the course. You will not need to enter the enrolment key again, but you will need to login each time you visit the SQA Academy.

Forgotten your password?

If you forget your password, you can have a new password sent to you by selecting the "Lost password?" link in the login box on the front page as shown in Figure 9.



The screenshot shows the SQA Academy front page. The top navigation bar includes the SQA Academy logo and the text "You are not logged in. (Login)". Below the navigation bar, there's a "Login" section with a "Username:" field containing "david", a "Password:" field, and a "Login" button. A red circle highlights the "Lost password?" link in the login section. To the right of the login section, there's a "Welcome to the SQA Academy" banner. Below the banner, there's a "SFEU courses" section with a "SFEU" logo. At the bottom of the page, there's a "Scottish Survey of Achievement Moderation" section. A red box highlights the "Lost password?" link in the bottom right corner of the page.

Figure 9: Lost password?

This link will take you to a page, as shown in Figure 10, where you can enter **either** your email address (as used when you registered) or the username you chose for yourself. You do not need to enter both.



Figure 10: Forgotten password

Once you have clicked OK, an email will be sent to you, containing a link.

Click on this link to confirm that you have lost your password, as shown in Figure 11. This step is for security reasons.

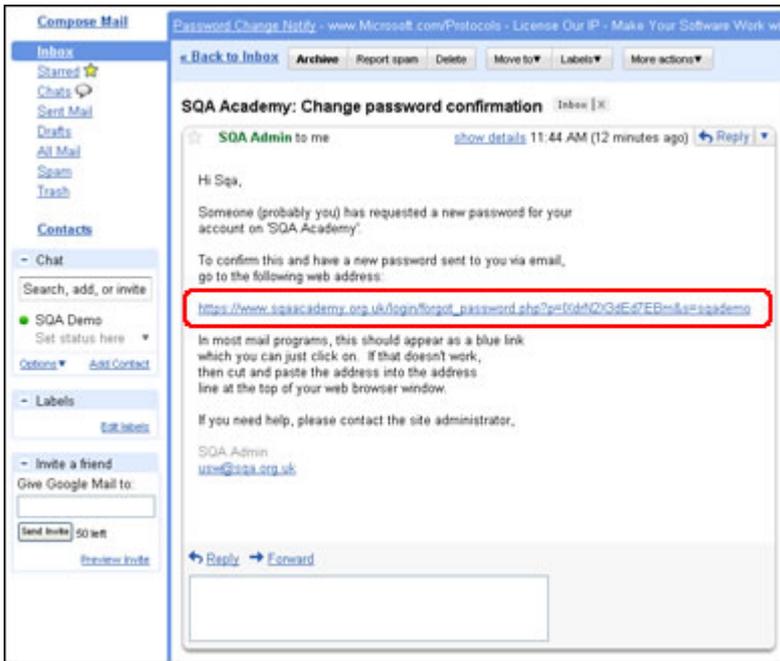


Figure 11: Forgotten password confirmation

Once you have clicked on the link, a second email will be sent to you, with your username and a new password, as shown in Figure 12.

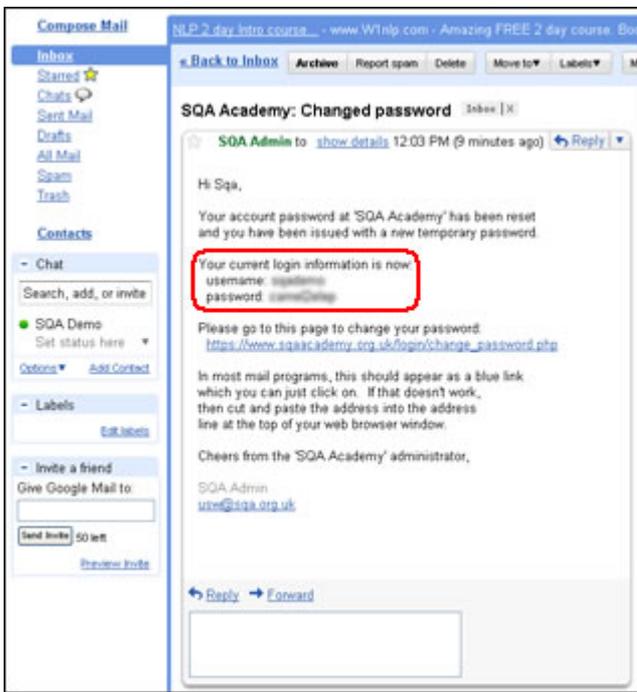


Figure 12: Forgotten password confirmation

You can change this password to something more memorable once you have logged back in.

If you have any problems with your username or password you can contact the SQA Academy team by email at academy@sqa.org.uk, or by phone on 0131 271 6744.