



Advanced Higher Art and Design

Return of portfolios to centres

1. New arrangements from session 2015–16

We have introduced new arrangements for returning the Advanced Higher Art and Design portfolios after external assessment.

Results Services arrangements require materials to be held by SQA for review procedures within published timelines. This is to ensure a fair and equitable process across all National Qualifications.

Where centres use Post-results Services, SQA is obliged to retain all materials for a further 12 months. This is because Post-results Services decisions may be subject to challenge or complaint and we are now required to hold materials during this timeframe. The new arrangements apply to all materials in all subject areas that support Results Services arrangements. Centres should note:

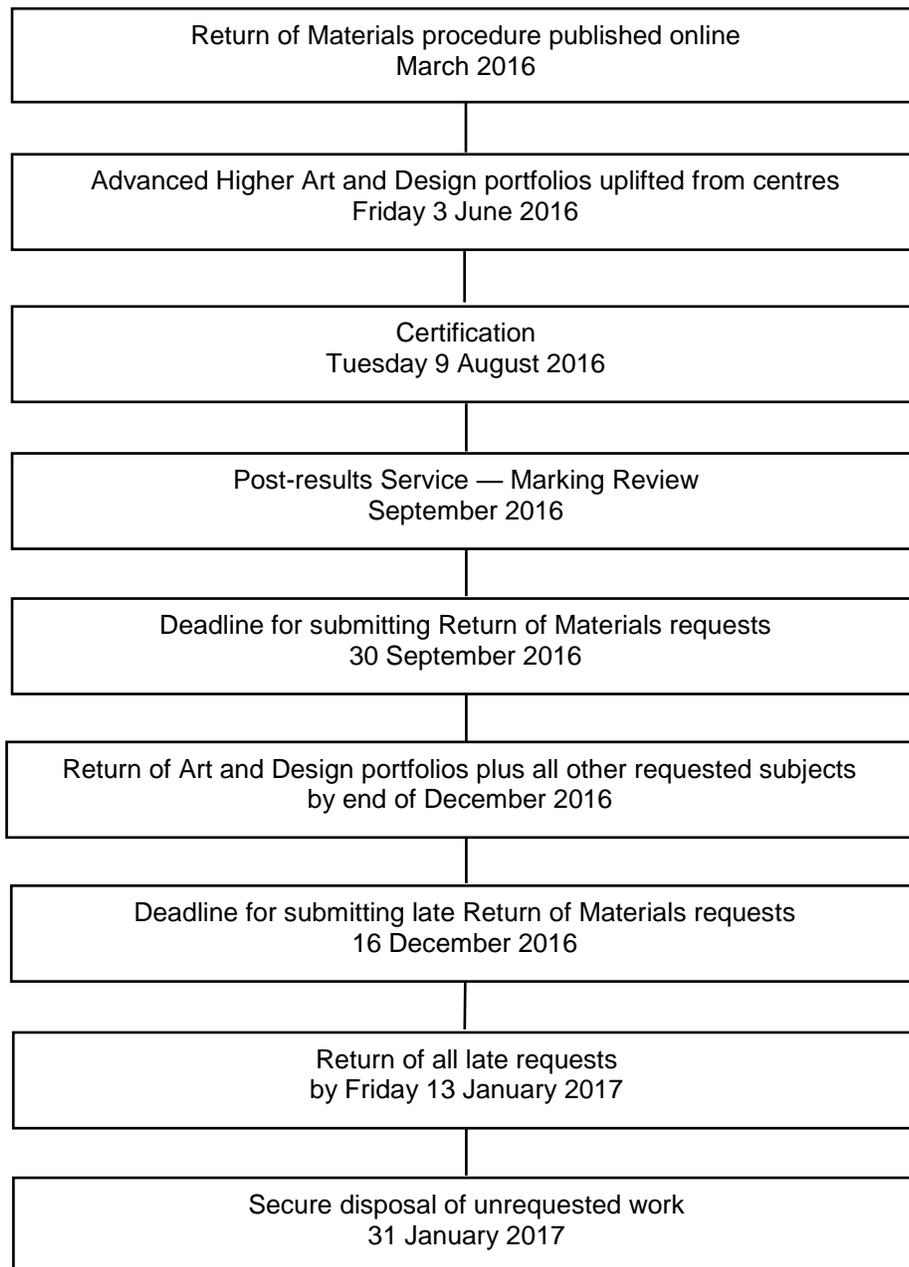
- ◆ SQA will **not** return Advanced Higher Art and Design portfolios to centres following marking in June 2016. However, you can request that portfolios be returned by following the published and well established procedure for the return of externally assessed materials, applicable to all National Qualifications including National 5 and Higher Art and Design Courses.
- ◆ We must receive your request no later than 30 September 2016. We will then return portfolios that have been requested by the end of December 2016.
- ◆ If you require requested work back by a specific date, please contact our Return of Externally Assessed Materials team to discuss possible options on 0345 213 6664 or return.materials@sqa.org.uk.
- ◆ Requests received after 30 September 2016 will be returned any time before Friday 13 January 2017. We are unable to give specific return dates. It is the responsibility of centres to ensure our published closing dates are met.
- ◆ There is a charge to return portfolios. Costs for 2016 are currently under review and details will be published on our website www.sqa.org.uk/returnofmaterials at the end of March 2016. Centres that collect materials from SQA's Dalkeith office will still incur a charge.
- ◆ If we don't receive a request for portfolios to be returned to a centre, they will be disposed of confidentially during January 2017. This will include the portfolio case.
- ◆ Centres that request a portfolio to be returned and then use the Post-results Service arrangements in 2016, will not receive that portfolio until October 2017 at the earliest. This is

to comply with SQA's retention of materials arrangements outlined above. Centres must advise candidates of this revised arrangement.

Information regarding the returns process, and associated paperwork, can be found at www.sqa.org.uk/returnofmaterials.

If you have any questions or require further any information, please contact the Return of Externally Assessed Materials team on 0345 213 6664 or return.materials@sqa.org.uk.

2 Key dates 2016–17



3 Additional information

You should consider options to copy portfolio material before submitting it to SQA if it is likely to be required prior to the published return dates.

Interviews for admission to Scotland's art colleges will normally be completed before Advanced Higher materials are submitted to SQA for assessment. Following certification in August 2016, candidates entering the UCAS clearing system may be required to submit evidence of their work. When copies of material have not been retained by the centre or candidate, we will do everything possible to support the candidate.

Please call our Return of Externally Assessed Materials team on 0345 213 6664 to discuss options.

You will need to provide contact details for the university or college that the candidate is applying to. Our team will liaise with the Faculty Admission Officer to confirm what they require to support the candidate's application. In such cases, we may not be able to return the materials directly to the candidate, as the option to use the Post-results Service would be withdrawn. Our team will discuss and agree options with your centre's SQA Co-ordinator.

Your centre's local SQA CfE Support Manager or our Return of Externally Assessed Materials team will be able to answer any questions.