

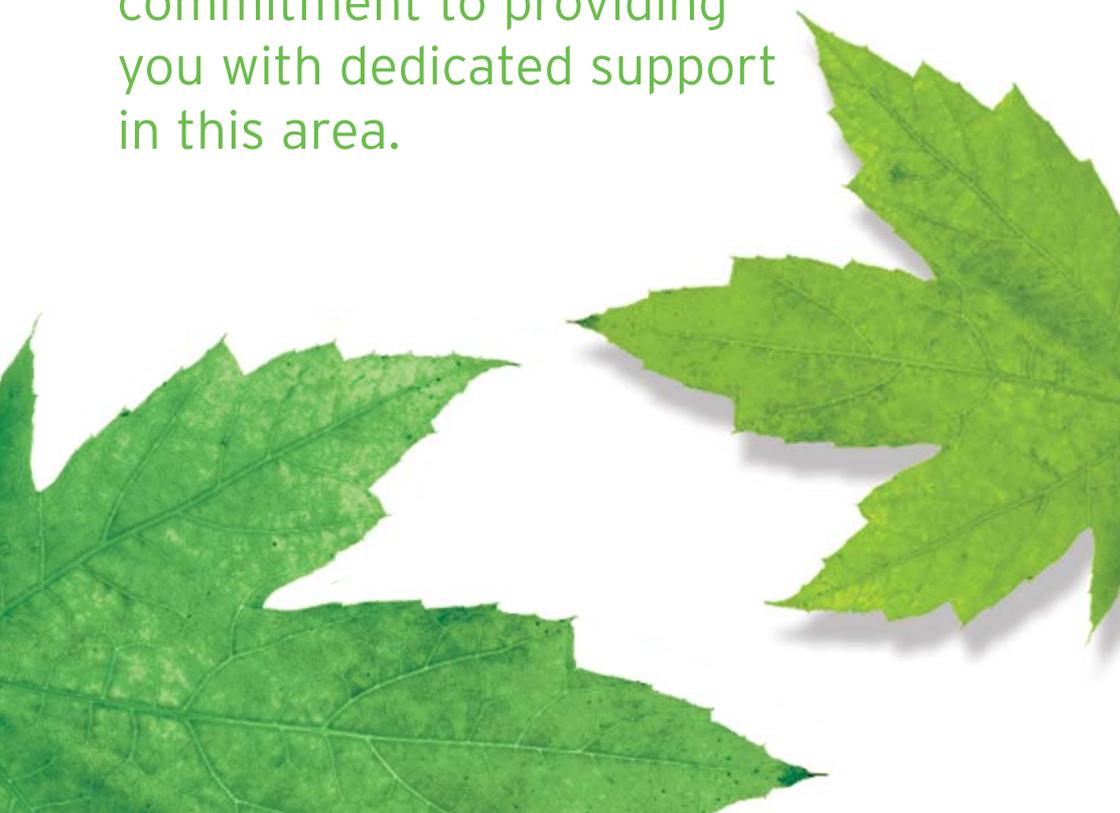
# Assessment Arrangement Request Submission

Innovative New Software

SCOTTISH  
QUALIFICATIONS  
AUTHORITY



This year we are delighted to announce the launch of new software that will make the process of submitting assessment arrangement requests for externally assessed National Qualifications as easy and simple as possible in schools and colleges. This leaflet tells you a bit about this exciting development and our continued commitment to providing you with dedicated support in this area.



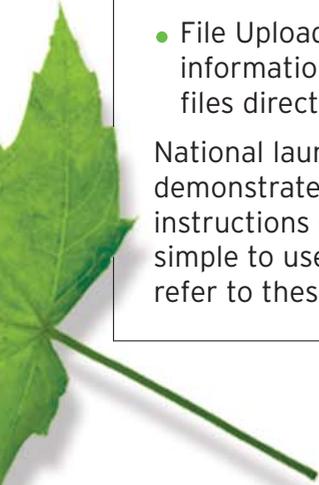
# New Developments

We have developed a new secure web interface – you will be able to find it at <https://aar.sqainfo.net> from mid October 2006 onwards. We'll e-mail full access details to your SQA Coordinator when the system goes live. Once you have submitted your entry data to SQA, you will be able to submit your assessment arrangement requests from this site.

It's really quick and easy to use, and you can submit your data in a variety of formats – whichever suits you best:

- AA Details by Candidate – when you input an individual candidate's SCN, their current live entries for NQ external assessments will be returned. You can then select the arrangements that are required for these subjects.
- AA Details by Subject/Level – when you input a subject code and level, details for all your candidates who are currently entered to take that NQ external assessment will be returned. You can then select the arrangements that are required for these candidates.
- File Upload – we are working with management information software (MIS) suppliers to allow the upload of files directly from centres' own systems.

National launch events are being run in September 2006 to demonstrate the software. We'll also provide written instructions on how to use it – although it's so simple to use we're confident you won't need to refer to these very often.



## Why do I need new software and what are the benefits to me?

The number of requests for candidates requiring assessment arrangements in their examinations has increased significantly in recent years. We think that, as a result, everyone has been struggling with the administrative burden of submitting/processing these. It's not all that long ago since letters and forms had to be handwritten and posted to us, and we know this took up lots of your time. To try to ease the situation we introduced an Excel spreadsheet – and we've been very glad to hear lots of positive feedback about this, but we always knew that building a system that was integrated fully with your entry data would make things even better for you. So, while you've been using the spreadsheet, we've been busy building new software which means that:

- You can quickly choose from a standard suite of arrangements – validation will ensure that you will be told if certain arrangements, or combination of arrangements, aren't applicable for certain subjects.
- You will also be able to request non-standard arrangements.
- You can input data in whichever format suits you best – by candidate, by subject or by file upload from your MIS.
- You won't have to type in lots of duplicate information (such as SCN, Date of Birth, Name, Subject etc) – full entry data will be presented on screen and all you'll have to do is select the arrangements that are required. It will be much, much faster and the opportunity to make mistakes will be greatly reduced.
- You can update/change arrangements quickly and as many times as you need to.
- If the candidate's entry changes (ie a change of level from

*continued overleaf →*

Intermediate 1 to Higher), you won't necessarily have to resubmit your AA requests – if the arrangements are still valid, they will automatically be transferred to the new entry. If the arrangements that were originally requested are no longer applicable at the new level, a member of the Assessment Arrangements Team will contact you to discuss.

- You'll receive an instant response whenever you submit a request and you'll be regularly updated about its status.
- You'll be able to produce lots of useful reports from the system.

## The Assessment Arrangements Team

Don't worry though, you will still be able to talk to our specialist, friendly and helpful Assessment Arrangements Team, who will continue to be on hand to deal with any questions or queries that you might have. We pride ourselves on the personal service we provide, and on the close working relationships we have with schools and colleges. We are looking forward to continuing working with you to ensure the most appropriate arrangements are in place for your candidates.

The new software will allow us – and you – more time to deal with difficult and complex cases, and will help us to provide you with more dedicated support and assistance. As ever, you can contact the team directly for advice and to talk through any difficult or unusual cases.

## More information

For more information about assessment arrangements, please ring the team on 0131-561 6890, e-mail us or visit this page on our website:

<http://www.sqa.org.uk/assessmentarrangements>



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