



**National Qualifications 2011**

**Instructions for Centres on the Submission of Requests for Absentee  
Consideration**

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## Communication with SQA

All enquiries relating to Absentees should be addressed to Lesley Wildey who will be able to answer/resolve any queries which you may have concerning the absentee process.

**Telephone:** 0131 271 6747

**e-mail:** [lesley.wildey@sqa.org.uk](mailto:lesley.wildey@sqa.org.uk)

**Address:** Lesley Wildey  
Scottish Qualifications Authority  
Room 34a  
Ironmills Road  
DALKEITH  
Midlothian  
EH22 1LE

## Summary of Key Dates

Dates	Action by SQA	Action by Centres
18 April	Absentee Consideration Request Forms and Flyleaves with centres.	
25 April to 20 June		Submit Absentee Consideration Request Forms, Medical Certificates and Evidence (in Flyleaves) to SQA within 10 days of examination concerned.
17 June to 11 July	Principal Assessors consider Absentee requests during Quality Assurance events	
4 August	Certification.	

## Introduction

SQA awards are based on evidence of demonstrated attainment and not candidate potential, therefore requests for Absentee Consideration should only be submitted for candidates for whom there is clear evidence to support the estimate provided by the centre. Guidance regarding the generation of this evidence can be found in the document *Estimates, Absentees and Assessment Appeals* which is available on SQA's website [www.sqa.org.uk](http://www.sqa.org.uk). **Where no evidence is provided, it will not be possible to process the request.**

Requests for Absentee Consideration can only be submitted to SQA

- by the centre which entered the candidate for the course/examination relating to the request
- where the centre has provided an estimated grade for the candidate/course concerned.

The following forms must be completed when submitting a request for an Absentee Consideration.

- Absentee Consideration Request Form
- Absentee Evidence Flyleaf

The following instructions are intended to act as a guide to the completion of Absentee Consideration Request forms and the submission of Absentee evidence. Please read them carefully as late or incomplete submissions may result in some Absentee requests being unavailable for consideration at the scheduled course event and may result in the absentee award being unavailable for certification in August.

Where materials are submitted by the required dates, but are found to be incomplete when processing the absentee request, we will contact the school or college to advise you of the situation. However, please note that this will only be identified during the Absentee consideration event. It is therefore critical that centres conduct thorough checks to ensure that all of the required materials and information is submitted.

## 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, and for whom the Head of Centre requires the Scottish Qualifications Authority to consider an award.
- The centre and candidate details and reason for absence should be completed.
- If the absence is due to illness, a medical certificate covering the date(s) of absence(s) will be required, unless the illness occurred in school or can be confirmed by letter from the Head of Centre. Please indicate if a medical certificate has been sent to SQA at an earlier date.  
Where absence is not due to illness a separate letter should be submitted.  
A medical certificate provides justification for granting absentee consideration but is not used as part of the evidence on which an award is based.
- Details of the course for which absentee consideration is being requested should be entered in columns 1 – 4 (See Appendix 1).
- The date of the examination missed should be entered in column 5 (See Appendix 1).
- Indicate if the Absentee evidence is in the medium of Gaelic by placing a tick in the appropriate box in column 6 (See Appendix 1)
- Indicate the items you have included by placing a tick in the appropriate box in columns 7-11. (See Appendix 1).
- Columns 12 and 13 should be left blank.
- Sign and date the form. Unsigned forms will lead to a delay in processing the request

The completed request form, assessment evidence, and medical certificate or letter from centre as appropriate, must be submitted **within ten days** of the examination concerned. **Please note an incomplete submission cannot be processed.** We need to have all materials ready for scheduled meetings in order to meet the Certification date. Any request received after the ten day deadline cannot be processed in time for August Certification and will be dealt with at the Appeals stage.

If it is known in advance that a candidate will be absent from more than one examination, these examinations may be listed on one form which should be submitted to SQA, Dalkeith, **within ten days of the first examination.**

An example of a completed Absentee Consideration Request Form is shown in Appendix 1

## Coincident Absentees

Candidates who were unable to attend an examination because of an unavoidable overlap with another external assessment may be given absentee consideration. Absentee consideration should be requested in these cases in the same manner as for other absentee candidates.

## Evidence Flyleaf

An Absentee Evidence Flyleaf should be completed for each candidate/course for which absentee consideration is being requested.

The Absentee Evidence Flyleaf should be used for the submission of assessment evidence. Evidence for Standard Grade should meet the appropriate Grade Related Criteria for the element(s) concerned. For Intermediate 1, Intermediate 2, Higher and Advanced Higher the evidence should cover **all** component units of the course

When evaluating the evidence, Principal Assessors require to know the conditions under which the evidence was produced, therefore, please ensure that you have completed both the front and back of the flyleaf. Please also indicate on the back of the flyleaf if the absentee evidence submitted is in the medium of Gaelic.

- For Standard Grade submissions you should have evidence which relates to all elements for which the candidate was absent
- Ensure that you have included Key Information pieces ie the instrument of assessment, marking scheme and cut off scores. Separate covers are provided for each of these, in line with submission of Appeals evidence. Where notional cut off scores or generic marking instructions have been used, you need not submit a copy. However, you must indicate this on the front of the cut off scores or marking instructions cover and ensure that you submit the completed cover.  
**Please note that where any of the key Information pieces are not available, the request cannot be processed at the scheduled time.** We will contact you to advise you of the situation.
- Ensure that all evidence submitted has been marked by the centre.
- Ensure that you have included details of the sources for the Instrument of Assessment. Where such information is not provided and there are doubts about the reliability of the evidence submitted, the case(s) in question will not be progressed.
- The candidate evidence and Key Information pieces must be placed inside the appropriate Flyleaves and submitted to the Dalkeith office together with the Request Form and Medical Certificate **within 10 days of the examination concerned.**

An example of a completed Absentee Evidence Flyleaf is shown in Appendix 2

**Please also ensure that the back of the evidence flyleaf has been signed as unsigned flyleaves will lead to delays in the awarding process**

Examples of the covers for the Key Information pieces are shown in Appendix 3, 4 and 5

## **Postage of Evidence**

The Postage costs for the submission of absentee evidence materials to SQA are the responsibility of the centre. SQA prepaid labels should not be used, nor should SQA's carrier be used to submit Absentee requests/evidence.

In view of the volume involved, SQA is unable to acknowledge receipt of evidence. You are therefore advised to choose a method of dispatch which guarantees delivery to SQA by the submission dates and which also provides proof of delivery.

## **Absentee Results**

The results of absentee consideration requests, submitted in accordance with these instructions and prescribed timescales, will be included with the examination results issued in August and candidates will receive their Certificates at this time. Please note that only the lower band of any grade at Intermediate, Higher or Advanced Higher level is available as an absentee award. There is no indication on the Certificate that this is an absentee award. Absentee awards are final.

National Qualifications 2011



Absentee Consideration Request Form

Name of Centre Fergus High School

Centre No 5349160

Tel No 0131 271 6747

Candidate Name Jamil Ali SCN 127864532 Date of Birth 28/11/1993

Reason for Absence Illness, See Medical Certificate enclosed

1 Course Name	2 Course Code	3 Grade/ Level	4 Element/ Paper	5 Examination Date	6 Tick if Evidence In medium Of Gaelic	Enclosed – please tick box					For Official Use	
						7 Evidence	8 Inst of Assess	9 Marking Inst	10 Cut off Scores	11 Medical Certificate	12 Notes	13 Recorded
<i>Philosophy</i>	<i>X073</i>	<i>12</i>	<i>1</i>	<i>1 June</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Member of Staff Responsible A B McNeill

Date 28.05.11





## Absentee Evidence Flyleaf

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**Evidence should be placed inside a completed Flyleaf on an individual candidate /subject basis.**

Centre number

5	3	4	9	1	6	0
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Full name of centre

*Fergus High School*

Course/element name

*Philosophy*

Level

*Higher*

Forename

*Jamil*

Surname

*Ali*

Date of birth

Day    Month    Year

1	2	7	8	6	4	5	3	2
---	---	---	---	---	---	---	---	---

2	8	1	1	9	3
---	---	---	---	---	---

**Please also complete details on back of flyleaf**

## National Qualifications 2011 – Absentee Consideration

### Evidence items enclosed

Conditions under which evidence was generated				
	Assessment Date	Please tick where appropriate		
		Response to unseen questions/tasks	Under examination conditions without assistance	Partly or totally outwith class
<b>Instrument of Assessment</b>				
	12/02/10		✓	
<b>NAB Assessment (if appropriate)</b>		✓		
<b>Other (please specify eg additional assessment)</b>				

Please ensure that details of the sources have been included with the evidence in a clearly identifiable manner (eg Question 1 = SQA 2004 – Paper/Section 1).

#### Enclosure Checklist

- ◆ Instrument of Assessment, including details of the sources
- ◆ Marking instructions
- ◆ Cut off scores used for grading
- ◆ Evidence of NAB assessments for National Courses (if appropriate)
- ◆ Evidence in medium of Gaelic

Please tick to confirm materials enclosed
✓
✓
✓
✓

Signed           *A B McNeill*          

Designation *SQA Coordinator*

Date *28/05/11*



**Absentee Consideration 2011**

**Centre Number    Centre Name**

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**Assessment Instrument**

*Including details of the sources*





## Absentee Consideration 2011

**Centre Number    Centre Name**

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## Marking Instructions

**Generic marking instructions are available for the following Courses and if used, are not required to be submitted. Please tick the appropriate box if generic marking instructions have been used.**

Subject	Level	Paper	
Art and Design	SG	Expressive	<input type="checkbox"/>
English	SG	Writing	<input type="checkbox"/>
Gaelic (Learners)	SG	Writing	<input type="checkbox"/>
Gaidhlig	SG	Writing	<input type="checkbox"/>
English	Int 1 - H	Critical Essay	<input type="checkbox"/>
Modern Languages	Int 1 - AH	Writing	<input type="checkbox"/>
English	AH	All	<input type="checkbox"/>

If you have **not** used generic marking instructions, **you must** supply the Marking instructions used within this folder





## Absentee Consideration 2011

**Centre Number**   **Centre Name**

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## Cut off scores

### STANDARD GRADE

Notional cut-off scores are: Bands 1, 3 & 5: 70%, Bands 2, 4 & 6: 50%

Please tick box below if you have employed notional cut-off scores for the course/level

Notional cut-off scores applied  

### NATIONAL COURSES

Notional cut-off scores are A: 70%, B: 60%, C: 50%

Please tick box below if you have employed notional cut-off scores for the course/level

Notional cut-off scores applied  

If you have **not** used notional cut-off scores, **you must** supply details of those applied within this folder.