

8 August 2008

To SQA Co-ordinators

| Action by Recipient |  |
|---------------------|--|
| 4                   | Response required<br>Note and pass on for action<br>None – update/information only |

Appeals Helpline - 0131-271 6750  
e-mail - [appeals@sqa.org.uk](mailto:appeals@sqa.org.uk)

Dear Colleague

**National Qualifications 2008  
Assessment Appeals: Higher and Advanced Higher  
Submission Date: Friday 22 August**

Please find enclosed copies of your Appeals Request Forms and stationery for 2008 Higher and Advanced Appeals. Comprehensive guidance documentation is also enclosed and should be read carefully prior to the submission of your appeals materials, which must be returned to us no later than Friday 22 August.

To provide you with additional support we have also created a specific section of our website this year at [www.sqa.org.uk/appeals](http://www.sqa.org.uk/appeals) which provides you with access to useful information about Appeals. Particular attention should be given to the copy of my letter which was sent to Heads of Centre on 11 June this year and the Key Dates document. As my letter of 11 June intimated, we are keen to work with you to improve the success rate of appeals and reduce the volume of unsuccessful appeals submitted and I would therefore ask you to give careful consideration before submitting your appeals requests as well as ensuring that your documents and evidence are with us by the deadline date.

Key changes to note this year are:

- Appeals requests and materials received after the deadline dates will not be automatically accepted
- Appeals which are found to have missing evidence during the appeals event will not be automatically accepted
- There will be a £55 charge per candidate/appeal for any of the above cases which are progressed

In addition, for this year only, Higher English appeals will not be limited by candidate estimates. This is in recognition of the fact that SQA recently agreed to a restructuring of the detailed marking instructions for the Critical Essay paper, however centres will have applied the previous detailed marking scheme in their marking of alternative evidence and generation of estimates. Although it will be possible this year to appeal for candidates (in Higher English only) whose names do not appear on the Appeals Request Form I would ask you to please consider your submissions very carefully and only appeal for those candidates where you are strongly convinced that the candidate did not achieve the award that their evidence demonstrates. Further instructions are provided in the enclosed instructions (see page 4).

If you have any queries regarding the appeal process please refer in the first instance to [www.sqa.org.uk/appeals](http://www.sqa.org.uk/appeals) but if the information provided there does not answer your query then please do contact the Appeals Helpline (see over for details).

Thanking you in advance for working with us to ensure that the appeals process operates as efficiently and effectively for centres, SQA and most importantly the candidates.

Yours sincerely

A handwritten signature in black ink that reads "Karen McCallum". The signature is written in a cursive style with a large initial 'K'.

Karen McCallum  
Director of Operations and Quality Assurance

Encs