

Certification and Awards Reporting 2012

	Reporting Cycle	Recipient	SQA Contact
Awards Customised/Specialised Awards Higher National Certificates Higher National Diplomas International Vocational Awards National Certificates Scottish Progression Awards Scottish Vocational Qualifications Professional Development Awards	Certificated three times per week Exception – during Main Diet, processing will take place once a week	Candidate	Operations - HN and VQ 0845 213 6015
National Vocational Qualifications Ofqual Qualifications	Certificated once per week	Candidate	Operations - HN and VQ 0845 213 6015
National Courses Access 2 and 3	Weekly Exceptions May – July will be certificated as part of Main Diet	Candidate	Assessment & Data Services 0345 213 6960
Skills for Work Courses	Weekly Exceptions May – July will be certificated as part of Main Diet	Candidate	Assessment & Data Services 0345 213 6960
Unit Only	Certificated in 3rd week of each month. Exceptions: <ul style="list-style-type: none"> • during Main Diet, processing will take place at the beginning of July • November processing will take place in the last week of month 	Candidate	Operations - HN and VQ 0845213 6015
National Qualification – Course Clear-Up (including Scottish Baccalaureate)	Certificated in the 3rd week of each month Exceptions in August and November	Candidate	Assessment & Data Services 0345 213 6960

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Project Based National Courses	Certificated at four points throughout the year: February, May, August and November	Candidate	Assessment & Data Services 0345 213 6960
Issue of Results for University Applicants	July	UCAS	Assessment & Data Services 0345 213 6960
NQ Results by Email & Text – MySQA NQ Exam Results	Tuesday 7 August Candidates must sign up for MySQA by Thursday 12 July and activate their account by Friday 20 July	Candidate	Gordon Mealyou Operations Manager national.qualifications@sqa.org.uk
National Qualification Main Diet and Appeals Certificates (including Scottish Baccalaureate)	August and November	Candidate	Assessment & Data Services 0345 213 6960
Component Marks	August	Centre	Assessment & Data Services 0345 213 6960
Electronic Statement of Certificated Results	August and November	Electronic Centre	Assessment & Data Services 0345 213 6960
Directors of Education Report	August and November	Directors of Education	Assessment & Data Services 0345 213 6960
Candidate by Candidate Report	August and November	Paper Centre	Assessment & Data Services 0345 213 6960
Award Summary	August and November	Centre	Assessment & Data Services 0345 213 6960
My SQA	On-going access to personal details, entries, results and certificated results (from 1995 onwards) Exceptions July - August	Candidate	mysqa@mysqa.org.uk