

17 March 2016

To: Chief Invigilators  
SQA Co-ordinators (for information)

Action by Recipient	
	Response required Note and pass on
✓	None – update/information only

Contact– Deborah Farmer/Susan Wilson  
Direct Line – 0345 213 6800/6891  
e-mail – [deborah.farmer@sqa.org.uk](mailto:deborah.farmer@sqa.org.uk)

Dear Colleague

### **National Qualifications 2016**

I am pleased to let you know that the main and first supplementary consignments of question papers will be delivered to your centre by Eagle Couriers (telephone 0845 123 1230) on a specific date between 20 and 26 April.

We have taken note of feedback from Chief Invigilators after the 2015 examination diet regarding the weight of boxes and are now pleased to advise that all boxes will be reduced from 15kg to 10kg going forward.

Eagle Couriers will contact you during the week prior to the scheduled delivery to inform you of the exact date. The centre is responsible for ensuring the delivery is received, signed for, and stored promptly in the prepared secure storage location. You do not need to be present for the delivery, although you may wish to be: it would be useful to discuss this with your centre.

Please note that, as usual, any Correction Notices pertaining to examinations being held in your centre will be included with this main delivery. SQA Co-ordinators will also be sent, separately, a list of all Correction Notices issued. If you do not receive any Correction Notices with the consignment of question papers, please check with us using the above contact details to confirm that there are none required for your centre.

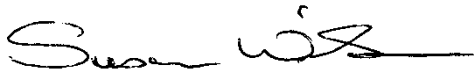
As in previous years, the majority of adapted question papers requested by your centre will be enclosed with the main delivery, but will be packaged separately.

SQA supplies, as standard, extra question papers and PSABs to cover on-the-day needs. These are in addition to the two extra papers supplied separately for candidates with scribes/readers, and are included in the bulk packets supplied.

Approximately three weeks before the scheduled delivery I will send you instructions for checking the delivery, plus copies of the Advice Notes listing question papers, PSABs, CDs, any adapted papers and any Correction Notices being issued to your centre. Please familiarise yourself with these instructions, particularly the action to be taken in the event of any shortages.

I look forward to working with you to ensure a smooth-running examination diet.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilson', with a long horizontal flourish extending to the right.

Susan Wilson  
Team Leader  
NQ Assessment  
Assessment Development and Delivery