**Documented Process- Example 4- Calendar for S1-S6**

**Background**

This calendar is used in one local authority as an overview for their schools of how they should process Assessment Arrangements throughout the learner’s secondary school journey.

**Good practice**

* This overview shows that understanding, and responding to, the needs of the learner starts from when they first join the school, whether in S1 or later.
* The calendar ensures that all the stages in the quality assurance of assessment arrangements happens at the correct time of year for S4-S6 pupils.

**How could you personalise this for your centre?**

* Centres have different management structures and staff have different roles and responsibilities depending on the amount of learners etc. How does your S1-S6 process and procedures differ from the one below?
* Are there other stages in the process that you would add in?

***Please note: the use of this resource is not a mandatory SQA requirement.*** *It is provided here for your information only, as an example of the way one centre implements their AA policy or procedures. If you would like to use this resource, please feel free to adapt it in any way that suits your centre.*

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|  | **S1** | **S2** | **S3** | **S4 / S5 / S6** |
| **August** | * Look for possible AA requirements noted on LPS.
* Test pupils identified through transition process or those with new identified need or new to school
* Update LPS as necessary.
* Informing department to trial possible AAs in class assessments as regular practice.
* Departments start to save evidence into the BGE folder
 | * Test pupils identified as potentially having a need or new pupils into the school
* Review and update LPS as necessary.
* Informing departments to trial possible AAs in class assessments (including S3 exams) as regular practice.
* Departments continue to save evidence into the BGE folder
 | * Review SQA results
* Window 1 opens for SP Evidence Gathering
* Departments save evidence into SP folder and complete and save the SQA AA Pupil request form as appropriate (see Appendix ?)
* Admin move existing AA spreadsheet forward and start to enter AA requirements into SEEMis
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| **September** | * Reminder to staff to continue to populate the Class Teacher record (Appendix ?)
* Reset SQA AAR login
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| **October** | * Window 1 closes for SP Evidence Gathering
* PT ASN and SQA Co-ordinator meet to verify evidence and the SQA AA Pupil Request Forms generated to date
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| **November** | * Window 2 opens for SP Evidence Gathering
* PT ASN meets with individual PT Subject to agree the potential AAs required for their pupils and subjects
* AA Exam Spreadsheet amended as necessary
* Parent/carer letter and summary of exam arrangements for prelims is generated (see Appendix ?)
* PT ASN meets with individual pupils to discuss and agree – pupils sign this
* Copy of letter and summary is sent home to parent/carer for information
* Individual files for each pupil created to gather their individual documentation
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| **December**  | * Prelim arrangements are created and finalised
* PT ASN does final check
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| **January** | * PT ASN and SQA Co-ordinator have a verification meeting to review evidence gathered for Adapted and Digital QPs
* Meet with Admin to input Adapted Papers requests (SQA AAR Website)
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|  | **S1** | **S2** | **S3** | **S4 / S5 / S6** |
| **February** |  |  |  | * Collate feedback from S4/5/6 Prelims
* Evaluate the use of arrangements – paying particular attention to Extra Time – adjust as necessary
* Change of level requests processed
* All amendments made to AA Exam spreadsheet
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| **March** |  | * Window 2 closes for AA Evidence Gathering
* PT ASN and SQA Co-ordinator have a verification meeting to review full evidence gathered
* Meet with Admin to amend and finalise all other AA requests into Seemis
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| **April** |  | * Final AAR uploaded into SQA portal and transmitted
* ICT/EAL etc Spreadsheets completed and emailed to XXX
* Parent/carer letter and summary of exam arrangements for prelims is generated (see Appendix ?)
* PT ASN meets with individual pupils to discuss and agree – pupils sign this
* Copy of letter and summary is sent home to parent/carer for information
* Individual files for each pupil updated
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| **June** | Enter transition info onto spreadsheet/ database | * Start to populate the AA Exam Spreadsheet (see Appendix ?)
* Memo to departments to start populating the class teacher record (see Appendix ?)
 | * Move AA Exam Spreadsheet forward
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