**Verifying your decisions Example 4 – Record of Verification Meeting**

**Background**

Many schools now hold all their AA data on a spreadsheet or other database and decisions at the verification meeting are noted directly on to the spreadsheet. The SQA quality assurance criteria for the verification meeting requires proof (by signing and dating of the record of the meeting) that a senior member of staff was present and actively involved in reviewing and signing off all relevant evidence. Many schools that use spreadsheets have now developed a way of the senior member of staff notifying their presence at the meeting. Below is an example that one school uses for this purpose.

**Good practice**

* This example is from a verification meeting held in January to review the evidence before requests for Adapted and Digital Question papers are submitted. It shows that the school is holding their verification meetings at appropriate times during the year.
* The record of the meeting is printed off and is physically signed by the SQAC and PT SfL. This means that it is easily accessible should it need to be referred to when following up any learners for whom more evidence is required.

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

* What information might you include in this Record of the meeting?
	+ Would you include a list of the learners for whom new information/evidence needs to be followed up so that there was an easy-access list to refer to, or would you keep that level of detail on the spreadsheet, as that is your main source of information?
* Would you prefer to incorporate the information below into an email that the senior manager sends to the PT SfL so that all records of the meeting are kept electronically?

***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 school implements this stage in their AA procedures. If you would like to use this resource, please feel free to adapt it in any way that suits your school.*

**Record of Verification Meeting**

Subject: SQA Assessment Arrangements Verification meeting

Date: Tuesday 21 January 2023

Present: *Name* (SQA Co-ordinator)

 *Name* (PT Support for Learning)

The purpose of this meeting was to discuss the following requests for Adapted Question Papers for the 2023 SQA exam diet.

<*Name of SQAC*> was provided with the spreadsheet listing learners who are eligible for Assessment Arrangements in the 2023 exam diet due to the Primary Need listed.

<*Name of PT SfL*> had a copy of relevant classwork evidence, where appropriate, and a summary spreadsheet of the primary ASN for each learner along with any relevant observations resulting from evaluations of prelim exams.

It was agreed that there was appropriate evidence to support these requests for Adapted Question Papers and the spreadsheet has been updated to reflect that.

*OR*

It was agreed that there was appropriate evidence to support the requests for Adapted Question Papers and the spreadsheet has been updated to reflect that, except for the following learners for whom further evidence is required. Another verification meeting will be held on <*insert date*> to review the new evidence for these learners.

*<List of learners for whom further evidence is required>*

<*Name of SQAC*> (Signature) …………………………………………. Date……………………….

<*Name of PT SfL*> (Signature) ………………………………………… Date……………………….