

**From:** [Fiona Robertson](#)  
**To:** "[DirectorofLearning@gov.scot](mailto:DirectorofLearning@gov.scot)"; [REDACTED]  
**Subject:** 2019 Entries  
**Date:** 05 March 2020 16:53:00  
**Attachments:** [Entries\\_2019.xlsx](#)  
**Importance:** High

Redacted - section 38(1)(b)

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Graeme

[REDACTED]

Following our discussion this morning, and as requested by the DFM, I attach the spreadsheet detailing 2018/19 entries from N5 to AH. We do not yet have complete entry data for 2020. I have also asked the statistical team here to align these entries with the timetabled exam diet for 2020. This will highlight the spread, by volume, of exams. It will not be perfect (because we are using last year's entries as a proxy for this year) but it will helpfully show the pattern across the diet timetable. I'll send this through tomorrow.

I trust this is helpful.

Fiona

Fiona Robertson

Chief Executive

Scottish Qualifications Authority

t: 0345 213 5000 | w: <http://www.sqa.org.uk>

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**From:** [Fiona Robertson](#)  
**To:** ["DirectorofLearning@gov.scot"](mailto:DirectorofLearning@gov.scot)  
**Cc:** [REDACTED]  
**Subject:** FW: Timetable and percentages  
**Date:** 09 March 2020 22:44:00  
**Attachments:** [Timetable Entries print suitable.xlsx](#)

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Graeme

Apologies for the delay in sending through as promised.

Hopefully [REDACTED] note is self-explanatory – we're basically looking at the cumulative completion of the diet as each day progresses. We've used this year's entries to date as a more reliable proxy.

The second and third weeks are key in terms of volume across N5, H and AH.

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**From:** [REDACTED]

**Sent:** 06 March 2020 15:20

**Subject:** Timetable and percentages

Hi Fiona,

We have considered the examination timetable and current entries (as of yesterday) and produced what you were after. As this uses current entries, the raw numbers are a bit higher than we are likely to see during live, but as percentages, should be sensible and a reasonable estimate. This shows the daily entries we will have got through, the cumulative totals and percentages (since the first day), and the final overall cumulative entries that will have taken/completed examinations (assuming all candidates are able to sit).

The end of weeks are in red, so at end of week 1 we will have seen approx.. 18.3% of entries/assessment, by end of week 2 approx. 40.8% etc. Interestingly, although these are some differences by level, by the end of week 3, we will have over 70% of the entries/assessment materials in. as most of the big subjects are early in the assessment period.

You will note at the bottom of the file we have some quals with no exam component in the exam period.

[REDACTED]  
Regards,

[REDACTED]

**From:** [Fiona Robertson](#)  
**To:** "[DirectorofLearning@gov.scot](mailto:DirectorofLearning@gov.scot)"; [REDACTED]  
**Subject:** Official: Sensitive - COVID-19: - Implications for Exam Diet  
**Date:** 16 March 2020 14:05:00  
**Attachments:** [COVID 19 Implications for 2020 exams.pdf](#)  
**Importance:** High  
**Sensitivity:** Confidential

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Graeme [REDACTED]

As discussed on Friday, please see attached a short paper which sets out our initial thinking in relation to widespread school closures and the potential impact on the exam diet. This may of course change as things develop further and/or circumstances change, but I hope it's helpful to you.

Very happy to discuss further.

Fiona

Fiona Robertson

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