

1. The total number of students who have applied for alternative assessment venues in the past three years.

2. A breakdown of the reasons provided by students or their schools for requesting alternative venues.

Please find the requested data set out below for points 1 and 2 . We hold data for 2023 and 2024 exam sessions, however, 2022 is outside our data retention period.

Note relating to point 1:

We don't hold the information as specified related to 'students who have applied'. Centres make the requests to SQA and we do not have data about how many learners or parent/carers approached centres with a request. We can, however, provide the total number of learners where alternative venue arrangements have been in place at the point of the exam and hope this is of assistance:

2023	Number of Requests	Number of Learners
Sporting events	89	60
In Hospital	10	*
In Prison	16	13
Satellite Campus	70	54
Sitting exam(s) at home	91	31
Other (substitute venue)	45	21
Total	321	183

2024	Number of Requests	Number of Learners
Sporting events	103	71
In Hospital	6	*
In Prison	13	13
Satellite Campus	47	36
Reason cannot be disclosed	*	*
Sitting exam(s) at home	72	25
Other (substitute venue)	59	22
Total	301	170

*an asterisk has replaced any data where the number is less than 5

3. Any reports, minutes, or communications that detail the justification for introducing these recent changes to alternative venue guidelines including the meeting held with SportCheer Scotland.

Please find details below of emails, notes of meetings and other communications in response to this element of your request:

From: [REDACTED] <[REDACTED]@sqa.org.uk>
Sent: 20 September 2023 12:28
To: [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Cc: [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: Alternate venue - sport cheer scotland info

Hi everyone,

Some attendees were quieter than I expected this morning, I expected some feedback that it was too late to make this level of change for this year, but I expected this to be balanced with feedback that they needed some directional change this year, which didn't come. There seemed to be agreement to the request that we involve sport cheer scotland in our discussions so I've pulled together some information below because I spent a bit of time looking into the cheer structure over the summer.

Sport Cheer Scotland are the member based governing body
<https://www.sportcheerscotland.org.uk/about>

There are teams that are selection based – these are Unified teams.

Then there are Allstar teams which are local clubs – they “Bid” for places so Sport Cheer Scotland do select them, but they then have to self fund. I'd think they would meet the new criteria as written? If Sport Cheer Scotland are selecting them, they'd write a letter for them. So the new criteria wouldn't necessarily reduce the number of requests (I think 9 “exam age” teams could go selected by Sport Cheer Scotland and it looks like each team might have a minimum of 16-18 up to 24 squad members. That's potentially 216 girls, and that's just the Allstar squads). This document may help explain the structure
https://www.sportcheerscotland.org.uk/files/ugd/fbbc81_df8a47e105f84eb8b82189c92f8bc06b.pdf

I'm not sure if any clubs get to Florida under their own steam, but there also seem to be multiple competitions in Florida between April and May each year. The ICU World championship is the one detailed on the Sport Cheer website.

<https://cheerunion.org/championships/cheerleading/>

I appreciate we don't want to make this about dance and cheer, but perhaps it is complicated enough that it's going to require a specific guidance note? Issues that came up last year were around concerns about the length of trips. The competition technically runs from 24th – 29th April next year, so do we agree to requests for exams much after the beginning of May?

Are clubs going to competitions other than the ICU? (I don't know the answer to this, does the system ask for the name of the competition and its duration? This would be useful across all requests, so not necessarily cheer specific, but are requests coming in for other competitions that aren't supported by Sport Cheer Scotland?)

Sport cheer Scotland has a committee-based structure if we want to reach out and involve them.

<https://www.sportcheerscotland.org.uk/our-committees> and their general contact on the website is info@sportcheerscotland.org.uk

Kind regards

[Redacted]

[Redacted]

Liaison Manager

Operations - Logistics & Customer Engagement

[Redacted]

Scottish Qualifications Authority

The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

In attendance

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Senior Operations Manager, SQA

[REDACTED] Operations Manager, SQA

[REDACTED] Liaison Manager, SQA

[REDACTED] opened the meeting by setting the scene for the Alternative venue service. In Scotland the service is used for learners who are unable to sit exams in their centres. Internationally, the service is used for people who are moving country or have a cultural or sporting reason for requesting they sit a paper overseas. SQA have had feedback on some problems from last year and would also like to take a fresh look at this service now it is being used again following the pandemic. It is difficult to draw a line as to what is eligible for this service, but SQA must protect the integrity of the exam system.

Feedback from SQA Co-ordinators

[REDACTED] We have had no issue in Scotland, very concerned about our responsibility for papers sat in the rest of the World though. We had [REDACTED] candidates requiring the service for Cheerleading and I had concerns about the appropriateness of the venue/my responsibility for risk assessing and whether the requests were appropriate and reasonable.

How can I quality assure a venue I will never see? I felt compromised and when I tried to push back to check the appropriateness of the invigilation arrangements and the suitability of the invigilator, I don't feel I got the appropriate support from SQA.

[REDACTED] We had candidates at the same competition, we also had learners going to Romania, the Netherlands and Bulgaria. Learners wanted to book early flights but we didn't do the request until the 5th of January and then there was a new system and we had to resubmit on the 30th January with new paperwork. This was challenging. If the service is continuing it needs brought forward much earlier in the year.

We would also like to request a change to management of invigilators and their training. We had two pupils in our school, but seven schools were involved and there is no overview on who is responsible for invigilator training if the same invigilator is involved. Are they all training? Is no one?

██████████ We had learners go to Florida. I am very uncomfortable undertaking a risk assessment on a venue I can't see. The whole thing was problematic. We trained an invigilator but were not comfortable with their experience. The exams involved were also problematic. We had ██████ learner doing an ██████████ exam that required printing and another doing ██████████ with no contingency for speaking the listening paper should they not be able to play it. The burden of responsibility is on the school but we can't do anything. None of my concerns were addressed.

██████████ We did feel supported using the service but had concerns. Once we got approval, the burden was on us to arrange and this took a great deal of time. I made a checklist to help. There's a huge cost around travel of an invigilator and postage to return a paper. ██████████

[REDACTED] I was not at all happy with the burden of responsibility for getting the papers there and risk assessing. How do we know the security requirements are being met and the paper is sat at the right time or day? A national paper was posted to [REDACTED].

[REDACTED] [REDACTED] We know the same invigilator was used by different schools, can SQA organise this centrally?

Afterwards, we were chased for the return of a paper that went with an invigilator. We don't have it – it went to Florida with the invigilator and they are supposed to send it back [REDACTED] [REDACTED] agreed with this and contributed that she was told off for mispackaging a paper that was returned to SQA. I couldn't work out how it had happened until I realised it had been a paper sent back directly from an Alternative Venue invigilator.

██████████ ██████████ schools in our area were involved. Up to Christmas, we thought we were doing one thing and then the process changed. This didn't help, but with so many schools involved, there is a huge duplication of effort. Can't SQA take responsibility for that?

We feel that many of these competitions are representing local clubs. Not the country. What happens if local teams for other sports like Football want to do the same thing? We have no ability to say no to learners either. Clubs are telling learners they are allowed to do this and their school will sort it.

We got our [REDACTED] teacher to do a risk assessment. The arrangement agreed was that the exam would be sat in an office. The learner came back and we found out that she'd done it in her hotel room. The agreed conditions were not met. The paper didn't arrive back in the time allocated either.

We rejected [REDACTED] learner as not representing her country. She came back straight away with a two sentence statement claiming attendance was “Essential to future career aspirations”. SQA accepted this.

We need to know what level of competition is national. Clubs choosing to attend an event is surely not national?

██████████ We've had learners going to Cheerleading competitions and I'm compelled to support it but we need to be clear and consistent.

██████████ I'm happy to be the person who says no if the criteria is robust and early. We're getting very tight for time. The career aspiration is not important.

██████████ It shouldn't be the school saying no, it needs to be SQA. We need clear criteria and guidelines.

███ thanked the SQA Co-ordinators for their feedback and explained that SQA will consider this as we review the service.

From: [REDACTED]@sqa.org.uk>
Sent: 22 September 2023 09:47
To: [REDACTED]@sqa.org.uk>; [REDACTED]
[REDACTED]@sqa.org.uk>
Cc: [REDACTED]@sqa.org.uk>; [REDACTED]@sqa.org.uk>
Subject: RE: Update

Hi [REDACTED]

Here is the update from the Assessment Arrangements team:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Alt Ven: We met with a group of coordinators to consult on proposed enhanced eligibility criteria to make it clearer about what is required. They were positive but agreed that it may be best to implement in 2023/24 due to potential controversies around dance-cheerleading event in Florida (we've already had several queries about that event specifically). Comms and Liaison in the loop and I will put a paper together for next NQAMG.

[REDACTED]

Present:

Attending for Agenda Item:

Apologies:

REF	DETAILS	ACTIONEE/S	DUE DATE
1. Previous Actions	[REDACTED]		

REF	DETAILS	ACTIONEE/S	DUE DATE
[REDACTED]	[REDACTED]		[REDACTED]
	<div data-bbox="544 343 571 391">I</div> <div data-bbox="593 343 1624 598">[REDACTED]</div>		
	<div data-bbox="544 622 571 670">I</div> <div data-bbox="593 622 1624 1337">[REDACTED]</div>		

REF	DETAILS	ACTIONEE/S	DUE DATE
	<p>Alternate Venues – [REDACTED] and Liaison Manager [REDACTED] have been engaging with centres about Alternative Venue process. Enhanced criteria for eligibility for the service have been developed as a result, which have been well-received, but due to sensitivities about World Championship Dance event in Florida the suggestion is to implement for 2024/25 with appropriate communications. Paper will be brought to next NQAMG meeting.</p> <p>UPDATE 28/09: Item included on NQAMG agenda for meeting on 04/10/23.</p> <p><u>Future agenda items</u> -</p> <ul style="list-style-type: none"> Alternative Venues – I – 04/10/23. Item included on appropriate agenda. CLOSED. 	<p>I</p> <p>[REDACTED]</p>	<p>04/10/23</p> <p>ASAP</p>
[REDACTED]	[REDACTED]		

SCOTTISH QUALIFICATIONS AUTHORITY NATIONAL QUALIFICATIONS ASSESSMENT MANAGEMENT GROUP

REPORT TO: NATIONAL QUALIFICATIONS ASSESSMENT MANAGEMENT GROUP
(NQAMG)
04/10/2023

FROM:



SUBJECT: Alternative Venue eligibility criteria

STATUS: For decision

DATE: 25/09/23

SUMMARY:

To outline proposed approach to updating Alternative Venue eligibility criteria.

RECOMMENDATION(S):

The NQAMG is asked to: [clearly state what the desired outcome is, referring specifically to any paragraphs or pages] eg;

- i) Review/note the information provided in paragraphs 1.1-1.5
- ii) Consider or agree proposals detailed in paragraph 2.2
- iii) Provide a steer on comms implications outlined in section 3.2

ANNEXES: n/a

1. BACKGROUND

- 1.1 Alternative Venues by which centre can request candidates sit an exam outside their centre, including outside Scotland.
- 1.2 We consulted with centres, Liaison team and Comms colleagues, after the 2023 diet. Centres requested additional clarity regarding the eligibility requirements for being permitted to sit an exam outside Scotland.
- 1.3 We have had positive feedback about the enhanced criteria we have drafted. The criteria used with the proposed enhanced criteria **highlighted**:

Requests for an alternative venue **outwith** Scotland are normally only approved if the candidate:

- has undertaken the course but has moved to live outside Scotland before sitting the timetabled examination
- is representing their country in a sporting or cultural event*
- is taking part in an activity that is essential to their career aspirations **and cannot be scheduled at another time****

*to be eligible:

- the event must be organised or approved by a recognised international sporting/cultural body
- individual/team participation in the event involves a selection or qualification process
- If the learner is competing as an Individual or within a club team at an international event, this will not a valid reason unless there is written evidence from the recognised National body that the individual/club is representing their country

** to meet this criterion, you must have written evidence that the activity is an essential requirement for entry onto a course or an employment offer and that no alternative dates are available

- 1.4 However, there are concerns about a Cheerleading and Dance World event held in Florida in late April. It has been customary to allow requests associated with this events. Some centres report learners have already booked tickets and are expecting that they will be able to complete exams if they attend. In 2023, 60 requests (for 39 candidates) were due to this event (from an overall total of 173 requests).
- 1.5 The Alternative Venue application window for 2023/24 opens on 23 October.

2. CONSIDERATION

- 2.1 Centres consulted supported the introduction of the enhanced criteria for 2024/25 but to use the existing criteria in 2023/24. This approach will take some heat out of the situation by not affecting learners who are already competed to take part in the event.
- 2.2 The group is asked for agreement to delay the implementation the changes for 2024/25 and communicate with centres who apply in 2023/24 about the planned change of criteria in 2024/25. This will allow SQA time to engage further with centres and SportCheer Scotland, who are the recognised national body, on the proposed changes.

3. IMPLICATIONS

- 3.1 There are no financial implications.
- 3.2 We are engaging with Comms colleagues on the best way to inform centres.
- 3.3 Invigilators are contracted and trained to support this process.

NQAMG – action note from 4 Oct 2023

5. A&V – Alternative Venues	<p>Paper tabled by [REDACTED] <i>Alternative Venues</i>.</p> <p>The paper outlined the proposed approach to updating Alternative Venue eligibility criteria. The enhanced criteria that will be used was highlighted within the document.</p> <p>NQAMG agreed with the proposals to delay the implementation of the changes until 2024/25 and communicate with centres who apply in 2023/24 about the planned change of criteria in 2024/25. CLOSED.</p>
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From: -

Sent: 28 February 2024 10:44

To: otland.org.uk>

Cc: t@sqa.org.uk>

Subject: RE: Florida Dance and Cheer Competitions and SQA Exams.

Hi [REDACTED]

Thanks for coming back so quickly.

How are you fixed for Friday 15th March? [REDACTED] is coming from Edinburgh, so after 10:30 would probably suit us best.

If the 15th suits, let us know what time and can you confirm are you based at [REDACTED]
[REDACTED]

Kind regards

[REDACTED]

[REDACTED]
Liaison Manager

Operations - Logistics & Customer Engagement

[REDACTED]
Scottish Qualifications Authority

The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

From: Info <info@sportcheerscotland.org.uk>

Sent: Tuesday, February 27, 2024 9:01 PM

To: t@sqa.org.uk>

Subject: Re: Florida Dance and Cheer Competitions and SQA Exams.

Hi

Yes of course that's no problem I am willing to meet with yourselves. There has been more competitions that have started over the last couple of years that are not necessarily competing to represent your country and that will have massively increased requests for exams to take place in Florida.

Over the next month in the run up to Worlds we are extremely busy so if it suits you to meet at my workplace in [REDACTED] that would be great or alternatively I can come to Glasgow. A Thursday or Friday suits me best.

Kind Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

 [REDACTED]

[REDACTED]

---- On Tue, 27 Feb 2024 12:35:13 +0000 [REDACTED] [REDACTED]@sqa.org.uk> wrote ----

Hello

This is an email looking for a named contact to engage with SQA to discuss our Alternative Venue service and the Florida Dance and Cheer competitions that take place during the SQA Exam Diet.

The number of alternative venue requests SQA receives to sit examinations in Florida, related to Dance and Cheer competitions, is increasing every year.

The SQA Alternative venue service is in place to support learners undertake exams at an alternative venue if their request meets specific criteria. Requests for an alternative venue outwith Scotland are normally only approved if the learner:

- has undertaken the course but has moved to live outside Scotland before sitting the timetabled examination.
- Is representing their country in a sporting or cultural event.
- Is taking part in an activity that is essential to their career aspirations that cannot be rescheduled.

At present, SQA receives requests for Florida Dance and Cheer competitions under the second and third criteria.

We'd like to open discussion with Sport Cheer Scotland, as the recognised governing body, to help us understand the different competitions that take place across the period, the selection process for competition and the length of time learners require to be away.

Could you possibly put me in touch with the most appropriate person/people to meet with myself and [REDACTED] an Operations Manager here at SQA (copied in to this email), to allow us to discuss this service and improve our understanding of the Florida competitions and the selection process?

We would be happy to come out to meet you at a venue of your choosing, or host you in either of our Glasgow or Dalkeith offices.

We look forward to hearing from you.

Kind regards

[REDACTED]

[REDACTED]
Liaison Manager
Operations - Logistics & Customer Engagement



Scottish Qualifications Authority

The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

From: [REDACTED] [sqa.org.uk](mailto:[REDACTED]@sqa.org.uk)>

Sent: 02 July 2024 09:45

To: [sqa.org.uk](mailto:[REDACTED]@sqa.org.uk)>

Subject: FW: Fwd: Re: Alternative Venue updated guidance

From: [REDACTED] [sportcheerscotland.org.uk](mailto:[REDACTED]@sportcheerscotland.org.uk)>

Sent: Monday, July 1, 2024 4:29 PM

To: [sqa.org.uk](mailto:[REDACTED]@sqa.org.uk)>: [REDACTED] [sqa.org.uk](mailto:[REDACTED]@sqa.org.uk)>

Subject: Fwd: Re: Alternative Venue updated guidance

Hi [REDACTED]

I hope you're well.

We have now returned from our European Championships and would be happy to schedule a meeting to discuss the guidance.

The cheerleading season in Scotland officially concluded yesterday (30th June) and with this brought some unexpected developments. At our initial meeting we discussed the importance of allowing athletes to undertake examinations in Orlando if they were competing in the ICU World Cheerleading Championships and IASF Worlds. As of yesterday, 20 teams of around 15 athletes have qualified to take part in IASF Worlds which is an unprecedented amount of approximately 300 athletes. I can also confirm that currently none of those athletes will be competing as their National Team although this may change with our final team selection.

At this stage we cannot confirm the number of exam aged athletes however I anticipate there would be a large number. It would therefore be our recommendation that only those part of the National Team competing at ICU World Cheerleading Championships should be granted permission to undertake examinations in Orlando. This will greatly reduce the number of examinations taking place in Florida and protect the integrity of the exams.

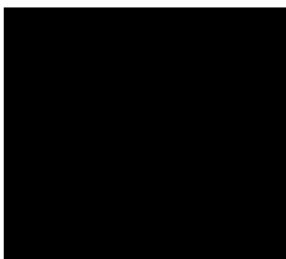
We are happy to discuss this further. If you could send over the guidance ahead of a meeting we can also review this and come prepared.

Kind regards,

[REDACTED]

[REDACTED]

[REDACTED]



[Redacted]

[Redacted]

[Redacted]

[Redacted]

 [Redacted]

===== Forwarded Message =====

From : info@sportcheerscotland.org.uk

To : [Redacted] sqa.org.uk

Date : Mon, 17 Jun 2024 09:50:58 +0200

Subject : Re: Alternative Venue updated guidance

===== Forwarded Message =====

H [Redacted]

Thank you for getting in touch.

We are currently preparing to travel to our European Championships so would be struggling for time to meet.

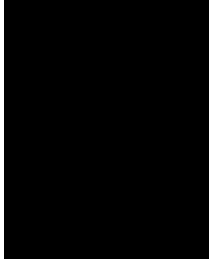
If it suits, could you please send over the guidance and we can meet up dicuss following our return. Perhaps early July?

Kind regards,

[Redacted]

[Redacted]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]


[REDACTED]

 [REDACTED]

[REDACTED] On Tue, 11 Jun 2024 13:17:54 +0100 [REDACTED] [@sqa.org.uk](mailto:[REDACTED]@sqa.org.uk) wrote ----

Hi [REDACTED]

I hope you're well. We've been busy updating the guidance and would be good to get your thoughts too. I can email it over or if you had time for a quick phone call or Teams call, that would be great too. Just let me know when suits.

I hope Florida went well, you can fill me in 

Thanks

[REDACTED]

[REDACTED]

Operations Manager

Assessment Arrangements

In attendance: [REDACTED] – Sport cheer Scotland
info@sportcheerscotland.org.uk

Information

- [REDACTED] represent SportCheer Scotland. The governing body for Cheer and Performance Cheer (Dance) in Scotland and is affiliated to the International Cheer Union (ICU), European Cheer Union (ECU) and SportCheer UK. SportCheer Scotland is managed by a board of directors and governed by statutes. The International Cheer Union (ICU) was established on 26 April 2004 and is the recognised world governing body of Cheer (Cheerleading & Performance Cheer).
- Two recognised competitions backed by governing body:
 - ICU – The Worlds
 - ISF – Cheerleading Cup
- 2024 dates:
 - ICU = Wed 24th – Friday 26th April
 - ISF = Sat 27th – Sun 28th April
 - Arrive Friday 19th to climatise.
- These days and pattern are the same every year.
- Some might compete in both. If not, free to go home 27th April.
- 2025 longest possible stay from 18th April – 28th April.
- **Allstars and Summit** are not recognised by the governing body. In 2024 the Florida Dance and Cheer calendar looks like this:
 - Allstar World Championship 18th – 21st April 2024
 - Summit Championship May 2nd – 5th 2024
- Many of these competitions are business based with no selection criteria.

Discussion

- [REDACTED] are extremely keen to support SQA, protect the service and communicate this to participants.
- They confirmed that many competitions are not representing their country. Only 10 learners out of the 58 requests are officially representing.
- Flights often booked in September's sale. Never encouraged by Sportcheer but common.
- Selections are made in August.
- Sportcheer reiterate importance of SQA and to wait for exam timetable but ultimately this is a parental decision.
- Raised various concerns:
 - some requests [REDACTED] did not authorise as learners could have gone home, we then approved with another invigilator to oversee the exam.
 - some learner attendance is not only for competing in those not recognised but to simply watch competitions.
 - early morning exams are not conducive to performance in the exam or competition. To manage this, they are looking to employ an invigilator. It is also difficult to secure room bookings early morning.
 - posting exams back can be difficult. Cost, risk and ability to meet deadline.
 - exam papers were sent to Florida last year and not invigilator's home. They believe it was more of a risk to travel with the exam and prefer hotel delivery. Equally a risk.

- being strict with the criteria of days should be reviewed case by case due to exams in the following days and on departure days.
- They have offered to provide a letter to acknowledge official representation. Also offered to give us a list of names but this won't be needed if we include criteria of a letter.
- They are keen to protect the service and integrity and would include SQA guidance on their website, Socials and include in cheer packs.
- While our criteria is generic, they are happy to add detail suited to their needs. For example, include the specific dates required before the event and requirement to go home one day after, depending on exam timetable, their duty to provide a letter and will only do so for the two recognised events.
- We are all in agreement this update needs to be communicated early due to summer selections in most teams and likelihood of flight bookings.

Actions

- Firm up our guidance to include letter criteria, with the addition of requiring competition titles, dates and period required beforehand for preparation and training. A focus on this would eliminate many of the requests. This needs to be actioned ASAP for early comms.
- Discuss the content permissible on their website, socials, and learner packs.
- Look at addressing and including common themes of early morning exams, exams taking places mid-air, delivery to venue, possibility to bring exam papers back instead of postage if within a set number of days, remote invigilation due to issues raised last week.

Possible Sportcheer website information

- Advice on specific dates when to arrive and leave. Arrival is weekend before the Wednesday – Friday competition. Should leave day after the competition.
- Do not book flights before publication of the exam diet.
- Issues with mid-air examinations. Still to discuss
- Issues with early morning examinations. Still to discuss.
- Alternative venue services requires an independent person to undertake invigilator training and take responsibility for the security of question papers. This cannot be a parent.

ID	Start time	Completion time	Email	Name	Last modified time
1	6/21/23 11:51:56	6/21/23 11:55:25	anonymous		
2	6/21/23 12:29:35	6/21/23 12:32:07	anonymous		
3	6/21/23 12:29:27	6/21/23 12:32:24	anonymous		
4	6/21/23 12:32:30	6/21/23 12:33:04	anonymous		
5	6/21/23 12:28:28	6/21/23 12:44:54	anonymous		
6	6/21/23 12:59:45	6/21/23 13:00:45	anonymous		
7	6/21/23 13:41:35	6/21/23 13:49:41	anonymous		
8	6/21/23 17:30:20	6/21/23 17:31:11	anonymous		
9	6/21/23 17:27:15	6/21/23 17:55:52	anonymous		
10	6/21/23 18:31:07	6/21/23 18:34:38	anonymous		
11	6/26/23 10:11:52	6/26/23 10:14:13	anonymous		
12	6/27/23 10:26:14	6/27/23 10:27:50	anonymous		

How easy did you find applying for an alternative venue?

Very easy

Somewhat easy

Somewhat easy

Somewhat easy

Quite difficult

Very easy

Somewhat easy

Very easy

Quite difficult

Somewhat easy

Somewhat easy

Very easy

Do you have any [redacted] the application process?

It was quite straight forward

It was not initially easy to determine where to apply.

When I submitted the initial application, it was unable to proceed as I did not have the exact details of the venue for the exam. It was a hotel [redacted] which was unable to be finalised until much later. Given the papers were to be sent to the invigilator's home address, it was unclear as to why the whole application had to be put on hold. When I did get the details of the hotel finalised, I then had to resubmit everything from scratch (including the invigilator nomination form) which

Having completed the process previously, I was aware of the requirements and the information needed.

We had parents and the invigilator contact us to confirm that the application had been confirmed but we were unable to tell them anything. Essentially once we

It's a lot to get your head around when doing it for the first time. However, now that I've gone through the process it will be a lot easier if required in the future. It would have been useful to have had more information at the start of the process about the practicalities of script management, how the invigilator receives the I felt that it was difficult to find out information about the process and wasn't aware that this could be done initially.

No.

Everyone was very helpful when I called for advice.

How confident were you in ensuring the requirements outlined in the Notes and Requirements document (<http://www.sqa.org.uk/sqa/8421.2588.html>) were met

Very confident

Fairly confident

Fairly confident

Very confident

Very confident

Fairly confident

Fairly confident

Very confident

Very confident

Very confident

Very confident

Fairly confident

Do you have any feedback about the requirements?

None

There should be different paperwork/ application for separate venue:

another secondary

medical

abroad

and these should be 'tabbed' on the website

There are some issues about the access to digital papers for those pupils who require AA and access to a workable printer as they will not have secure SQA log-ins.

As the SQA coordinator I can put in all the training and provide all of the information but at the end of the day I just need to trust people to do what is expected.

The problem I felt with the system is my confirmation everything was being done correctly and according to the rules but I have no way of verifying this. It is hard to

We met with the invigilator (Dance teacher) and was satisfied that they would follow protocols

All the onus is on the presenting centre with no help from SQA.

Do you have any feedback about ensuring the security of exam materials?

Can't really comment.

Cannot speak to

Materials were sent to the wrong invigilator. Although they were all part of the same extended team, the papers were sent incorrectly.

I appreciate the need for security but it is also a lot to expect the invigilator to remain at home to receive the scripts. This could have been a deal breaker if the invigilator didn't have the flexibility to take a day off work. I don't know if it would be possible to do sign for mailing which could be sent to a place of the invigilator

no

No.

How did you ensure that the nominated invigilator was trained?

They attended training with the Chief Invigilator;They completed the online training course;

They attended training with another centre;

They attended training with another centre;

They completed the online training course;

They attended training with the Chief Invigilator;

They completed the online training course;

They completed the online training course;

They attended training with another centre;

They attended training with the Chief Invigilator;They completed the online training course;

They attended training with the Chief Invigilator;They completed the online training course;

They attended training with the Chief Invigilator;They completed the online training course;

They attended training with another centre;

Do you have any feedback on the training process?

None

I was not expected to determine the invigilator's training.

n/a

The invigilator noted the online training was good. The person identified to invigilate was very conscientious and diligent and in addition to the online training was prepared to attend a meeting and training with myself and the chief invigilator.

no

No.

How did you find communicating with the nominated invigilator to ensure the exam was delivered appropriately?

Telephone conversations and meeting prior to leaving. No issues

You did not nominate the invigilator - I did.

Myself as SQA coordinator and the chief invigilator were both able to communicate with the nominated invigilator without issue. I'm not sure what communication he had directly from SQA.

Straightforward. Meeting arranged and discussion took place.

We had set up contacts so these worked smoothly.

No problem. Was done through phone messages and email

They remained in good contact around the process and followed the invigilator handbook

Tricky as it relied on the candidate passing information to me initially which they were slow to do.

It was difficult as the person was in England and did not understand AAA.

Do you agree that SQA should continue to offer this service?	When would you like the application window to open?
Yes	October
Yes	January
Yes	October
Yes	
Yes	October
Yes	November
Yes	
Yes	
Yes	October
Yes	January
Yes	January
Yes	October

Please provide any other feedback about the service

Pupils travelling abroad for sporting events may not know until a short time before

It would be good to have confirmation that the candidate has indeed attended.

When I had to call to follow up on papers and issues the staff were very friendly and followed up on all of our queries. However, confirmation of the application and updates on its progress would be helpful.

Although I don't imagine the service will be used often, it is necessary on the odd occasion and therefore is a valuable part of the assessment process. Much of the success of the system is reliant on the competency of the nominated invigilator. On this occasion that turned out not to be a concern that made the process simple

Allows us to support individuals, in this case international athletes, to continue with the exam process and not be disadvantaged

N/A