

Hi Martin

Happy New Year to you (and Justin!). Hope you had a great Christmas and new year!

I can confirm that [REDACTED] is not an SLS member. Hoet this si helpful.

Stay safe and Sane!

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

[School Leaders Scotland – Take a leap and join the leaders! \(sls-scotland.org.uk\)](https://sls-scotland.org.uk)

[REDACTED]

Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

From: Martin Ingram <Martin.Ingram@sqa.org.uk>

Sent: Wednesday, January 8, 2025 12:30 PM

To: [REDACTED]@sls-scotland.org.uk>

Cc: [REDACTED]@sqa.org.uk>; Catriona Campbell
<Catriona.Campbell@sqa.org.uk>

Subject: Query on Membership

Dear [REDACTED]

Happy New Year to you, I trust you had a good break over the festive period.

I was hoping you could help us determine if an SQA Coordinator from [REDACTED]
[REDACTED] is a member of SLS.

We have been in correspondence with him around the TT25 and this would be helpful to know.

Regards

Martin

Martin Ingram

(He, Him, His)

Head of Logistics and Customer Engagement
Operations - Logistics and Customer Engagement

e: martin.ingram@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority

24 Wester Shawfair, DALKEITH, Midlothian EH22 1FD

Jean

I am hoping we shall hear very soon from the Cab Sec. I would say SQA need to let schools know about the changes pronto, once Ms Gilruth pronounces, as schools may need to reschedule possible Award Ceremonies and S6 Graduations in the light of the changes and the timing will be tight!! AS I've already stated, we are ready to help and comment on any comms going out once the Cab Sec makes a decision!

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

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██████████
Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

On 24 Jan 2025, at 16:31, Jean Blair <Jean.Blair@sqa.org.uk> wrote:

Thanks ██████████

I'll be in touch as soon as I hear back and I've also had confirmation from ██████████ that we'll be in a position to communicate the message in the first instance.

Kind regards

Jean

Jean Blair
Director of Operations

██████████ | e: jean.blair@sqa.org.uk | w: <http://www.sqa.org.uk>
Scottish Qualifications Authority
24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

From: ██████████@southlanarkshire.gov.uk>
Sent: 24 January 2025 16:19
To: Jean Blair <Jean.Blair@sqa.org.uk>; ██████████@sls-scotland.org.uk
Cc: ██████████@sqa.org.uk>; Martin Ingram
<Martin.Ingram@sqa.org.uk>
Subject: RE: Exam timetable 2025

Many thanks Jean. I've briefed the ADES Executive but made it clear that the recommendations are subject to Cab Sec approval. I plan to update Directors on Thursday morning – hopefully we'll have something by then.

Best wishes

██████████
From: Jean Blair <Jean.Blair@sqa.org.uk>
Sent: 24 January 2025 15:15
To: ██████████@sls-scotland.org.uk; ██████████

██████████@southlanarkshire.gov.uk>
Cc: ██████████@sqa.org.uk>; Martin Ingram
<Martin.Ingram@sqa.org.uk>
Subject: Exam timetable 2025

Good afternoon ██████████

Hope you are well and you are none the worse with the weather.

Just to let you know that we have written to the Cab Sec about the exam timetable changes and are awaiting acknowledgement.

We have advised that we have your support for the additional day at the start of the timetable, along with a number of other changes to address issues like coincident exams and French on the end of May bank holiday.

We discussed the need for a robust communication plan to ensure that learners and centres are aware of these changes and as you can see, I've copied in ██████████ who is developing the comms. This is just a wee heads up that she will be in touch seeking your help with the comms.

I'm sure this goes without saying but can you please hold off communicating this through your networks until we've had our letter acknowledged by the Cab Sec and have our plans in place to communicate the changes? I know you agree this needs careful handling.

Thanks very much again for your time on Tuesday and with this week's meetings of the timetable advisory group – much appreciated.

Hope you have a nice weekend.

Regards

Jean

Jean Blair
Director of Operations

██████████ | e: jean.blair@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority
24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

Hi Jean

Many thanks for this. I totally agree with the position and will not issue anything to members until I hear from you and/or [REDACTED]. Like [REDACTED], I have briefed the SLS Presidential Team on this but they will keep mum until the official line is agreed and published.

By the way, I think Martin did well this morning at the 2026 Timetable group meeting with some of the issues raised as we know they are going to be fixed but could not say!

Have a great weekend, when the storm dies down!

[REDACTED]

From: Jean Blair <Jean.Blair@sqa.org.uk>

Sent: Friday, January 24, 2025 4:31 PM

To: [REDACTED]@southlanarkshire.gov.uk>; [REDACTED]
[REDACTED]@sls-scotland.org.uk>

Cc: [REDACTED]@sqa.org.uk>; Martin Ingram
<Martin.Ingram@sqa.org.uk>

Subject: RE: Exam timetable 2025

Thanks [REDACTED]

I'll be in touch as soon as I hear back and I've also had confirmation from [REDACTED] that we'll be in a position to communicate the message in the first instance.

Kind regards

Jean

Jean Blair
Director of Operations

[REDACTED] | e: jean.blair@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority
24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

From: [REDACTED]@southlanarkshire.gov.uk>
Sent: 24 January 2025 16:19
To: Jean Blair <Jean.Blair@sqa.org.uk>; [REDACTED]@sls-scotland.org.uk
Cc: [REDACTED]@sqa.org.uk>; Martin Ingram
<Martin.Ingram@sqa.org.uk>
Subject: RE: Exam timetable 2025

Many thanks Jean. I've briefed the ADES Executive but made it clear that the recommendations are subject to Cab Sec approval. I plan to update Directors on Thursday morning – hopefully we'll have something by then.

Best wishes

[REDACTED]

From: Jean Blair <Jean.Blair@sqa.org.uk>
Sent: 24 January 2025 15:15
To: [REDACTED]@sls-scotland.org.uk; [REDACTED]
[REDACTED]@southlanarkshire.gov.uk>
Cc: [REDACTED]@sqa.org.uk>; Martin Ingram
<Martin.Ingram@sqa.org.uk>
Subject: Exam timetable 2025

Good afternoon [REDACTED]

Hope you are well and you are none the worse with the weather.

Just to let you know that we have written to the Cab Sec about the exam timetable changes and are awaiting acknowledgement.

We have advised that we have your support for the additional day at the start of the timetable, along with a number of other changes to address issues like coincident exams and French on the end of May bank holiday.

We discussed the need for a robust communication plan to ensure that learners and centres are aware of these changes and as you can see, I've copied in [REDACTED] who is developing the comms. This is just a wee heads up that she will be in touch seeking your help with the comms.

I'm sure this goes without saying but can you please hold off communicating this through your networks until we've had our letter acknowledged by the Cab Sec and have our plans in place to communicate the changes? I know you agree this needs careful handling.

Thanks very much again for your time on Tuesday and with this week's meetings of the timetable advisory group – much appreciated.

Hope you have a nice weekend.

Regards

Jean

Jean Blair
Director of Operations

██████████ | e: jean.blair@sqa.org.uk | w: <http://www.sqa.org.uk>
Scottish Qualifications Authority
24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

Dear Fiona

Many thanks for our email and apologies for the tardy response, as I have been on annual leave.

I think your summary of what we discussed is accurate and Martin has already been in touch to arrange a meeting which will be held this Friday morning at Lowden.

I am hopeful we can find a way forward here.

Many thanks.

██████████



[REDACTED]

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

[School Leaders Scotland – Take a leap and join the leaders! \(sls-scotland.org.uk\)](https://sls-scotland.org.uk)

[REDACTED]

Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

From: Fiona Robertson <fiona.robertson@sqa.org.uk>

Sent: Friday, May 24, 2024 5:06 PM

To: [REDACTED]@sls-scotland.org.uk>

Cc: [REDACTED]@pkc.gov.uk; [REDACTED]@argyll-bute.gov.uk>; [REDACTED]@kingspark-sec.glasgow.sch.uk>; Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>

Subject: RE: Timing of the 2025 and 2026 SQA Exam Diets

[REDACTED]

Further to our meeting of yesterday, I thought it might be helpful to drop you a note of what we agreed as next steps.

First of all, we are agreed that a late Easter and associated changes to Easter holidays in 2025 (and 2026) have prompted the concern. We outlined the extensive engagement undertaken this year on the exam timetable, including with SLS colleagues, and the current version of the timetable has been developed after careful consideration of coincident exams, learner workload, and the implications for assessment arrangements. These considerations, along with religious observance, bank holidays and the time needed to mark and quality assure courses, has resulted in the optimal timetable starting one day later than this year on 23 April.

During the meeting, Jean Blair offered to explore options with you in re-modelling the timetable to start later than 23 April. However, we highlighted that increases in coincident exams and the number of exams which learners take over a day or week will likely be a concern.

■■■■ highlighted a number of wider issues, including UCAS UK-wide deadlines, assessment burden and priority appeals deadlines. We are happy to have wider conversations about these issues, but we also need to be realistic about next year. I am also very conscious that teachers want to take a well-deserved holiday over the summer, so extending marking or bringing forward priority appeals is not possible. We agreed that a system-wide conversation about Easter holidays in 2026 is necessary – and there should be a wider conversation with the Scottish Government, COSLA and ADES.

To conclude, Martin Ingram will be in touch to explore what other options may be available. As highlighted above, any changes would need to be carefully considered and have system-wide support.

I hope this is helpful.

Kinds regards

Fiona

Fiona Robertson

Chief Executive

Scottish Qualifications Authority

w: <http://www.sqa.org.uk>

The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ | 24 Wester Shawfair,
Lowden, Dalkeith, Midlothian EH22 1FD

From: Fiona Robertson

Sent: Wednesday, May 22, 2024 9:54 AM

To: ■■■■@sls-scotland.org.uk

Cc: ■■■■@pkc.gov.uk; ■■■■@argyll-bute.gov.uk>; ■■■■@kingspark-sec.glasgow.sch.uk>; ■■■■@sqa.org.uk>

Subject: RE: Timing of the 2025 and 2026 SQA Exam Diets

■■■■

Thank you for your follow-up e-mail. I had no record of your original email of 1 May and I asked my office to look into what has happened. I understand there has been a simple human error here – please accept our apologies.

I will obviously respond to your letter, but I think it would be helpful if you could discuss. You will know that we need to balance a range of issues in finalising the timetable so that we can deliver for learners. The development of the timetable involves a range of stakeholders every year, including SLS and ADES. I understand [REDACTED] was on the group providing advice this year.

[REDACTED] in my office will confirm some times that we could meet, with Jean Blair, later today or tomorrow. I hope that is possible. Let us know if you wish to be joined by SLS colleagues.

Kind regards.

Fiona

Fiona Robertson

Chief Executive

Scottish Qualifications Authority

w: <http://www.sqa.org.uk>

The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ | 24 Wester Shawfair,
Lowden, Dalkeith, Midlothian EH22 1F

From: [REDACTED]@sls-scotland.org.uk>

Sent: Tuesday, May 21, 2024 5:50 PM

To: Fiona Robertson <fiona.robertson@sqa.org.uk>; Jean Blair <Jean.Blair@sqa.org.uk>

Cc: [REDACTED]@pkc.gov.uk; [REDACTED]@argyll-bute.gov.uk>; [REDACTED]@kingspark-sec.glasgow.sch.uk>

Subject: RE: Timing of the 2025 and 2026 SQA Exam Diets

Dear Fiona

I refer to my email of 1st May below to you and I wondered if you could give me an indication that you will be changing the date of the exam diets in 2025 and 2026, as requested, or finding another solution which takes into consideration the views of young people and the

stresses and strains on them as they come to their exams as well as the views of the teachers and school leaders who facilitate the working of the exams.

I look forward to hearing from you very soon.

Yours

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

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[REDACTED]

Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

From: [REDACTED]
Sent: Wednesday, May 1, 2024 3:56 PM
To: Fiona Robertson <fiona.robertson@sqa.org.uk>
Cc: [REDACTED]@pkc.gov.uk
Subject: Timing of the 2025 and 2026 SQA Exam Diets

Dear Fiona,

Timing of the 2025 and 2026 SQA Exam Diets

I hope this finds you well. The SQA diet is in full flow now and all seems to be going well. Not sure if the Music Technology exam went Ok, as I saw something on Twitter/X about it! I've had no complaints at all – so far- about the diet. Fingers crossed this continues!

However, some SLS Head Teacher members have raised a concern about the timing of the 2025 and 2026 Diets, which I feel I need to share with you. For 2025, SQA has sent notice that the exams are due to start on Wednesday 23 April 2025. The exam dates have crept forward in recent years and the diet has grown in length. Whilst this year's diet commenced on Monday 22 April 2024, the vast majority of schools had one week back with the senior school which is important to get some young people back on track with work and do last-minute revision.

Next session in 2025 the holiday starts on Monday 7 April – and this means a return to school on Monday 21 April in most authorities. However, this being Easter Monday, we return on Tuesday 22 April. SQA exams start the next day on Wednesday 23 April. So, schools will have one day of pupils back in school, and it is unlikely most young people will be in. This is a concern as some young people definitely require the routine of school to get ready for exams. Whilst I appreciate that putting together an exam timetable is a complex task, it is extremely worrying that no account has been taken of the fact that young people will not be with their teachers for the crucial two weeks prior to their exams starting. This will, no doubt, have a negative impact on their overall attainment and performance.

In addition, schools will need to have the last day for S6 on Friday 4 April, before the Easter holidays. (Whether we like it or not, that is now a “rite of passage”, and it is not as simple as saying, just cancel it).

None of this is ideal for any school and the concerns for the following year, 2026, are greater still. Easter is at the start of the holiday so we will be off school from Good Friday, 3 April, and start back on Monday 20 April. If the timetable for 2025 is anything to go by, SQA may look to start the 2026 exams on Tuesday 21 April. This is a real problem. It almost feels like we are there to serve the SQA rather than the SQA is there to work with us to meet the needs of young people.

In addition, the issue of having any sort of S6 last day before the holiday is a headache for Catholic Schools in particular as they should not be having anything of that nature on Holy Thursday, 2 April, or really during Holy Week, the entire last week of term.

However, this earlier starting date is an issue for everyone, as coming straight back into the exams is not conducive to good attainment. We also fear that an extended break away from their teachers will disadvantage the most disadvantaged candidates disproportionately, particularly in schools where there are exceptionally high levels of deprivation and the consequent lack of educational support in many households.

Additional to this is the fact that all school deadlines will need to reflect this lack of teaching weeks, post Easter. Whilst this might make the lives of SQA easier, it does the opposite for schools and the most important stakeholders – our young people – who will be under significant pressure to complete courses and then revise without the support of their expert teachers.

Finally, this puts undue pressure on teaching staff to ensure that there is provision over the Easter holiday for our senior phase pupils. Many schools offer Easter revision classes, but I fear this change of teaching contact after the holiday will make this feel more compulsory, not something we wish. Teachers across Scotland work incredibly hard all year long but especially in the January to March term and this change will have a direct impact on their capacity to take a much-needed holiday at Easter.

Either of the following two proposals would solve the issue:

SQA exam diet is ideally pushed back to Monday 28 April 2025 starts and starts on Monday 27 April 2026

or

We dispense with the first two full weeks of April holiday and have the 2026 holiday from Monday 30 March 2026 until Friday 10 April returning on Monday 13 April. The middle weekend would be Easter weekend. That would be an issue for the 32 Local Authorities, and some may already have taken this course, if they have agreed their holiday dates.

This issue is a significant headache for all schools and a decision which appears to have been taken to meet the needs of the SQA with no regard for the practicalities of school life. SQA are providing a service to Scottish schools. Of late it feels to many of my members, that we are at your mercy. However, I am hoping you can help resolve this issue through the first option! I look forward to hearing from you. I have cc'd [REDACTED] [REDACTED] into this email, as she may also be able to help resolve this issue.

Stay safe!

Yours

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

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[REDACTED]

Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

Brill!

See you there.

[REDACTED]

Sent from my iPad

On 28 May 2024, at 11:03, [REDACTED]@kingspark-sec.glasgow.sch.uk> wrote:

Friday morning at Dalkeith is good for me. See you all then.

Many thanks.

[REDACTED]

From: Martin Ingram <Martin.Ingram@sqa.org.uk>

Sent: 28 May 2024 08:59

To: [REDACTED]@sls-scotland.org.uk>; [REDACTED]

██████████@kingspark-sec.glasgow.sch.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>
Subject: RE: NQ Exam Timetable 2025 Timing

Morning ██████████

Thanks for the quick response, hopefully Friday will work for ██████████ too, and I can make arrangements.

Regards

Martin

Martin Ingram
Head of Logistics and Customer Engagement

From: ██████████@sls-scotland.org.uk>
Sent: Tuesday, May 28, 2024 8:50 AM
To: Martin Ingram <Martin.Ingram@sqa.org.uk>; ██████████@kingspark-sec.glasgow.sch.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>
Subject: RE: NQ Exam Timetable 2025 Timing

Good Morning, Martin and ██████████ (and Jean)

Yes, I am back at work today. Friday morning would suit me best at Lowden. I have a meeting in Edinburgh at 1, so maybe 10-12 roughly, depending on trains and then bus to Lowden.

Monday 3rd in the morning would also be possible at Lowden, as I have a CASNB meeting at Victoria Quay at 1pm, so again 10-12?

██████████

████████████████████

[REDACTED]

[REDACTED] - SLS

[REDACTED]

Email: [REDACTED]@sls-scotland.org.uk

[School Leaders Scotland – Take a leap and join the leaders! \(sls-scotland.org.uk\)](https://sls-scotland.org.uk)

[REDACTED]

Twitter: @LeadersScotland

Speaking on behalf of Scottish School Leaders, Acting on behalf of Scotland's Young People

From: Martin Ingram <Martin.Ingram@sqa.org.uk>

Sent: Tuesday, May 28, 2024 8:43 AM

To: [REDACTED]@kingspark-sec.glasgow.sch.uk>; [REDACTED]

[REDACTED]@sls-scotland.org.uk>

Cc: Jean Blair <Jean.Blair@sqa.org.uk>

Subject: RE: NQ Exam Timetable 2025 Timing

Importance: High

Morning [REDACTED]

We have a couple of options, and to give us enough time to dedicate to this work I am suggesting a morning or afternoon. This can be either Friday 31 morning, anytime on Monday 03 or Tuesday 04 next week.

Happy to do our Lowden offices in Edinburgh if this is easier for all.

I will await a response from [REDACTED], I know he was off yesterday.

Regards

Martin

Martin Ingram

Head of Logistics and Customer Engagement

From: [REDACTED]@kingspark-sec.glasgow.sch.uk>
Sent: Monday, May 27, 2024 8:37 PM
To: Martin Ingram <Martin.Ingram@sqa.org.uk>; [REDACTED]@sls-scotland.org.uk
Cc: Jean Blair <Jean.Blair@sqa.org.uk>
Subject: RE: NQ Exam Timetable 2025 Timing

Good evening Martin

Glasgow is definitely easier for me, but Edinburgh would be central for both [REDACTED] and I. When are you thinking?

Thanks.

[REDACTED]

From: Martin Ingram <Martin.Ingram@sqa.org.uk>
Sent: 27 May 2024 12:22
To: [REDACTED]@sls-scotland.org.uk; [REDACTED]@kingspark-sec.glasgow.sch.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>
Subject: NQ Exam Timetable 2025 Timing
Importance: High

You don't often get email from martin.ingram@sqa.org.uk. [Learn why this is important](#)

Hi Both,

Hope you had a good weekend.

I wonder if you would like to meet in person (for ease of using our tools) to discuss this further, I understand time is of the essence and was hoping it could be this week or early next week.

Happy to arrange something in either our Lowden or Optima offices, which ever is easier for you both.

Hope to hear from you soon.

Regards

Martin

Martin Ingram

(He, Him, His)

Head of Logistics and Customer Engagement
Operations - Logistics and Customer Engagement

e: martin.ingram@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority

24 Wester Shawfair, DALKEITH, Midlothian EH22 1FD

Many thanks.

██████████

From: Exam Timetable <exam.timetable@sqa.org.uk>

Sent: 23 January 2024 16:35

To: ██████████@kingspark-sec.glasgow.sch.uk>

Cc: Martin Ingram <Martin.Ingram@sqa.org.uk>

Subject: RE: NQ Examination Timetable Advisory Group - 2025

You don't often get email from exam.timetable@sqa.org.uk. [Learn why this is important](#)

Evening ██████████

Apologies ██████████ not sure what happened with the form.

I have sent you a MS team meeting invite. Due to the weather warning and impact on public transport it seemed prudent.

We look forward to seeing you on screen tomorrow.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

Operations - Logistics & Customer Engagement

[REDACTED]@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority

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

From: [REDACTED]@kingspark-sec.glasgow.sch.uk>

Sent: Sunday, January 21, 2024 7:43 PM

To: Exam Timetable <exam.timetable@sqa.org.uk>

Subject: FW: NQ Examination Timetable Advisory Group - 2025

Good evening Martin

Can I possibly attend the session in Glasgow on 24th January? I tried to reply to the MS Form, but it may have closed already.

Thanks.

[REDACTED]

From: Exam Timetable <exam.timetable@sqa.org.uk>

Sent: 10 January 2024 13:02

Subject: NQ Examination Timetable Advisory Group - 2025

You don't often get email from exam.timetable@sqa.org.uk. [Learn why this is important](#)

Dear colleague,

There seems to be an issue with the link in the initial email.

Please use this updated link below.

MS Form

Regards

Martin

Martin Ingram

Head of Logistics and Customer Engagement

From: Exam Timetable

Sent: Wednesday, January 10, 2024 12:17 PM

Subject: NQ Examination Timetable Advisory Group - 2025

Dear colleague,

I hope that this email finds you well.

I am writing to ask for your assistance in supporting the work carried out by SQA's Timetable Advisory Group. The feedback provided by this group is extremely important and ensures that we have a clear understanding of all issues relating to the exam timetable. We will be meeting soon, and I would like to invite you to join the group.

Members of SQA's Timetable Advisory Group review and provide feedback on all aspects of the draft exam timetable.

We have scheduled a series of face-to-face meetings late this month. We hope that these meetings will provide an opportunity for detailed discussion on the draft exam timetable and allow us to fully consider the very valuable information provided by all members of the group.

The meetings will take place on:

- Wednesday 24 January from 10.30 am – 12.30 pm at SQA's Glasgow Office
- Monday 29 January from 10.30 am – 12.30 pm at SQA's Dalkeith Office
- Wednesday 30 January from 10.30 am – 12.30 pm at Forfar Academy

I hope you are able to join us at one of these meetings and would ask you to complete the online form at the link below to confirm your availability. We will confirm final arrangements nearer to the meeting date.

MS Form

I look forward to hearing from you.

Kind regards,

Martin

Martin Ingram

(He, Him, His)

Head of Logistics and Customer Engagement
Operations - Logistics and Customer Engagement

e: martin.ingram@sqa.org.uk | **w:** <http://www.sqa.org.uk>

Scottish Qualifications Authority

24 Wester Shawfair, DALKEITH, Midlothian EH22 1FD

Can you confirm that this has now been approved?

[REDACTED]

From: [REDACTED]@sqa.org.uk>

Sent: 29 January 2025 11:37

To: [REDACTED]@southlanarkshire.gov.uk>; [REDACTED]@sls-scotland.org.uk

Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;

[REDACTED]@sqa.org.uk>

Subject: Confidential draft comms

Importance: High

Hi [REDACTED]

We're working through the draft comms while Martin and his team process changes to the 2025 timetable.

I'd be grateful if you would comment on the attached drafts (centre message and news item) at your earliest convenience. You'll see I've provided a suggested quote from each of you – please change this as you see fit, I'm just giving you a starter for 10.

We are making good progress with editing the timetable and I'd like us to have the comms ready by tomorrow morning if possible. If we are ready tomorrow morning then there's a chance we could communicate with centres tomorrow afternoon – as long as the timetable is ready.

If we miss tomorrow's slot then the comms will be issued on Monday morning.

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Communications & Engagement, Communications Directorate

e: enquiries@sqagroup.org.uk | **w:** <http://www.sqa.org.uk>

Scottish Qualifications Authority

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

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Sent: 29 January 2025 11:37
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Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>; [REDACTED]@sqa.org.uk>
Subject: Confidential draft comms
Importance: High

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[REDACTED]@sls-scotland.org.uk>

Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;

[REDACTED]@sqa.org.uk>

Subject: RE: Confidential draft comms

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From: [REDACTED]@southlanarkshire.gov.uk>

Sent: 29 January 2025 12:09

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[REDACTED]

[REDACTED]

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[REDACTED]

'We continue to share feedback and work with SQA and other partners in the best interests of both learners and our members. We now acknowledge Whilst the delayed start to the exam period was designed to allow learners to be more exam-ready after the later Easter holidays, a consequence of then reducing the exam period due to the Easter holidays led to an increased number of learners having exams close together or coincident. We therefore agree with the changes made by SQA to reduce the impact of coincident and consecutive exams on learners.'

From: [REDACTED]@sqa.org.uk>
Sent: Wednesday, January 29, 2025 2:32 PM
To: [REDACTED]@sls-scotland.org.uk>; [REDACTED]
[REDACTED]@southlanarkshire.gov.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;
[REDACTED]@sqa.org.uk>
Subject: RE: Confidential draft comms

Many thanks for letting me know [REDACTED]

Kind regards

[REDACTED]

From: [REDACTED]@sls-scotland.org.uk>
Sent: 29 January 2025 14:31
To: [REDACTED]@sqa.org.uk>; [REDACTED]
[REDACTED]@southlanarkshire.gov.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;
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Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;
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Best wishes

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█ | **e:** **█**@sqa.org.uk | **w:** <http://www.sqa.org.uk>

Scottish Qualifications Authority

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

Hi [REDACTED]

I see what you mean about the flow, but I would rather the following:

‘We continue to share feedback and work with SQA and other partners in the best interests of both learners and our members. We now acknowledge The delayed start to the exam period was designed to allow learners to be more exam-ready after the later Easter holidays. As a consequence of this then reducing the exam period due to the Easter holidays led to an increased number of learners having exams close together or coincident.

We therefore agree with the changes made by SQA to reduce the impact of coincident and consecutive exams on learners.'

So our statement would read:

'We continue to share feedback and work with SQA and other partners in the best interests of both learners and our members. The delayed start to the exam period was designed to allow learners to be more exam-ready after the later Easter holidays. As a consequence reducing the exam period led to an increased number of learners having exams close together or coincident. We therefore agree with the changes made by SQA to reduce the impact of coincident and consecutive exams on learners.'

Hope this is OK.

■

From: [REDACTED]@sqa.org.uk>
Sent: Wednesday, January 29, 2025 3:20 PM
To: [REDACTED]@sls-scotland.org.uk>; [REDACTED]
[REDACTED]@southlanarkshire.gov.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;
[REDACTED]@sqa.org.uk>
Subject: RE: Confidential draft comms

Hi [REDACTED]

Many thanks for turning this around so quickly.

I'm happy to adopt your changes with the small exception of the text in black which I believe flows better from a comms perspective.

Can you let me know if you're happy for me to proceed.

Kind regards

[REDACTED]

From: [REDACTED]@sls-scotland.org.uk>
Sent: 29 January 2025 15:02
To: [REDACTED]@sqa.org.uk>; [REDACTED]
[REDACTED]@southlanarkshire.gov.uk>
Cc: Jean Blair <Jean.Blair@sqa.org.uk>; Martin Ingram <Martin.Ingram@sqa.org.uk>;
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[REDACTED]

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[REDACTED] e: [REDACTED]@sqa.org.uk | w: <http://www.sqa.org.uk>

Scottish Qualifications Authority

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

Good morning [REDACTED]

Can I ask that the ADES response be revised as follows:

It is important that all partners continue to listen to feedback from across the education community and take appropriate action when needed. We acknowledge the updated 2025 exam timetable which has been amended to reduce exam workload for learners and for the staff supporting them during the exam period.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

Education Resources

South Lanarkshire Council

Almada Street

Hamilton, ML3 0AA

[REDACTED]

Email: education@southlanarkshire.gov.uk

Council website: www.southlanarkshire.gov.uk



Contact us via an online
Sign Language Interpreter
Contact Scotland BSL

More information about Contact Scotland BSL can be found at their website
<https://contactscotland-bsl.org/>

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