National Qualifications 2025

Appointee Procedural Handbook

SQA is committed to using plain English. We will try to make our publications as easy and straightforward to understand as we can, and will try to avoid all unnecessary jargon. If there is any language in this document that you feel is hard to understand, or could be improved, please write to SQA at the Glasgow address or email: editor@sqa.org.uk.

Contents

The *Appointee Procedural Handbook 2025* consists of the following sections:

A Introduction

1 Acknowledgement to all SQA appointees

SQA would like to thank you for your professionalism and co-operation, without which the examination diet would not be possible.

2 Protecting information

In the course of your appointment, you will have access to confidential information about SQA, candidates, employees and assessments, including scripts and materials.

To maintain confidentiality, you **must**:

♦ use this information only in relation to your role as defined by your contract of appointment
♦ keep all confidential information secure, and follow all SQA instructions in doing so
♦ delete any materials at the end of your contract, including from your download history

You **must not**:

♦ use SQA systems to access confidential information other than in the proper performance of your duties, as defined by your contract of appointment
♦ use or disclose, other than in the proper performance of your duties, any confidential information, verbally or in writing, to any third party, without the express written approval of SQA
♦ make or retain copies of any confidential information other than as required for the purposes of performing your duties

Note: Improper use or disclosure of personal information obtained or accessed during your appointment may be an offence under data protection laws. If you believe, at any stage during your appointment, any of these requirements have not been met, or the confidentiality or security of information may have been compromised, please contact Jacqui Faulds, Head of Appointee Management at jacqui.faulds@sqa.org.uk immediately.

Candidate scripts

Candidate evidence is externally assessed by SQA and, as such, SQA holds the copyright for this evidence. SQA has also obtained candidates' permission to use this evidence solely for the purposes of SQA training and the illustration of the standards for assessment. It cannot be used, in whole or in part, by another organisation or individual, and candidates have not given permission for it to be used by any entity other than the SQA. Do not retain or use any candidate evidence you have access to as this access is for the sole purpose of marking.

Social media

What do we mean by social media?

In the context of this handbook, 'social media' is used to describe online technologies and practices that are used to share information, knowledge and opinions. Social media services and tools can involve a combination of technology, telecommunications and some form of online social interaction; they come in a variety of different formats, such as text, images, video and audio. While this covers public profiles on traditional social media channels, it also extends to include activity on private profiles, closed groups, and group message functions on applications such as, but not limited to, Facebook Messenger, WhatsApp and Discord.

While the use of social media is part of everyday life for some of us, remember to think carefully about how you use it to avoid negatively impacting the reputation of organisations and individuals. What you say must not harm the reputation of SQA or breach the confidentiality of SQA's information.

When using social media, you **must not**:

♦ identify yourself as an SQA appointee
♦ disclose any confidential information related to your role as an appointee
♦ post any materials in relation to your role as an appointee
♦ make any comments which could be attributed to your role with SQA
♦ express views about other appointees, members of SQA staff, centres and centre staff or candidates, which are offensive, defamatory, threatening, abusive or discriminatory
♦ link any commercial activities to your SQA appointee role

3 Contact numbers, candidate welfare and feedback

The Events Delivery team should be your first point of contact for administrative support, housekeeping, information about the venue, materials and equipment provided for an event, or any other similar issue that arises on the day. A Qualifications Development team member will attend each procedure where possible and is your first point of contact for qualification-related issues.

Please note that staff support will be available at the following times:

Service	Contact details	Opening times
Events Delivery	events.delivery@sqa.org.uk	Monday to Thursday: 08:30–16:30 Friday: 08:30–15:30

Service	Contact details	Opening times
Travel and Accommodation	0345 213 6664 events.tare@sqa.org.uk For help outside our opening times, please contact our travel partners CTM on 01274 726424, who are available 24 hours a day.	Monday to Thursday: 08:30–16:30 Friday: 08:30–15:30 Saturday and Sunday: 08:30–12:30
Central Marking and Script Payment Fees	marker.fees@sqa.org.uk	Monday to Thursday: 08:30–16:30 Friday: 08:30–15:30
External Assessment Helpdesk	0345 213 6612 (option 4) external.assessment@sqa.org.uk	Monday to Friday: 08:00–21:00 Saturday and Sunday: 09:00–17:00 Public holidays: 09:00–17:00
Event Attendance Fees and Expenses Queries	0345 213 6933 events.expenses@sqa.org.uk Please note this does not include marking at home fees. This is only for event attendance fees.	Monday to Thursday: 08:30–16:30 Friday: 08:30–15:30 Not applicable on public holidays

Candidate welfare

If the content of a script causes concern about the wellbeing or welfare of a candidate (for example, if it alludes to abuse or exploitation), please alert SQA as soon as possible.

If you are using RM Assessor to mark candidate evidence, please raise an exception via RM Assessor. This will be acknowledged and processed accordingly within 24 hours of receipt by the Child and Adult Protection Officer.

If not using RM Assessor, follow instructions to refer the script and call SQA's Child and Adult Protection Officer on 0345 213 6587 (outside office hours you should email welfare@sqa.org.uk). Please provide your name, contact telephone number, and name of centre.

Further details regarding this process are on SQA Academy, e-marking training and marking instructions.

Feedback

SQA welcomes feedback on all aspects of assessment, quality procedures, and the support provided to team leaders. Forms are provided for this purpose at all procedures. Alternatively, contact the qualifications manager for your course.

4 SQA Academy courses

Digitally enabled events — training and support has courses that are suitable for all appointees. They cover the following topics:

- ◆ logging into Microsoft Office and portal for appointees
- ◆ forgotten password instructions
- ◆ attending a meeting in Microsoft (MS) Teams
- ◆ collaborating in MS Teams
- ◆ senior appointees: managing meetings in MS Teams
- ◆ virtual meeting etiquette
- ◆ attending a MS Teams meeting with your personal email
- ◆ systems support: hints and tips
- ◆ recommended hardware requirements

For anyone who is e-marking in 2025, there is interactive training on RM Assessor and SQA Academy, covering both marking from image (MFI) and marking from paper (MFP) (including central marking).

There are also courses to help you develop your team and support the people in it. They focus on different aspects of management and leadership.

There are even short courses to support ongoing learning and core skills development.

5 Using the handbook

Throughout this handbook, we will use the term 'examining team' quite often. An examining team can vary depending on the subject or procedure in question, but will comprise all senior appointees involved in the process, that is, anyone who is not a marker. This will be a combination of the principal assessor (PA), depute principal assessor, senior team leaders, senior markers and team leaders. Depending on factors such as marking type and number of markers, some of these roles may not be used.

The full range of procedures does not need to operate in the same way or to the same extent for every qualification; certain procedures may not be required for some qualifications. The qualifications manager and principal assessor will make decisions about which procedures are used.

A full list of components and marking methods is provided in Appendix 18.

Commonly used terms and abbreviations

Briefing script — scripts used during markers' meetings to exemplify certain aspects of marking

Definitive marks — the final marks to be awarded to a candidate script that was selected during standardisation

DPA — depute principal assessor

MFI — marking from image

MFP — marking from paper

MIs — marking instructions

PA — principal assessor

Practice script — a script used in e-marking to allow markers to familiarise themselves with the marking instructions ahead of live marking

Pre-standardisation — a window of time on the evening before standardisation begins, when MFI scripts are available to view in RM Assessor

QM — qualifications manager

QO — qualifications officer

QC — qualifications co-ordinator

Qualification script — scripts used in e-marking to test markers' understanding and application of the marking instructions ahead of live marking

RM — RM Assessor — software used for e-marking

Seeded script — scripts used in e-marking to test markers' understanding and application of the marking instructions during live marking
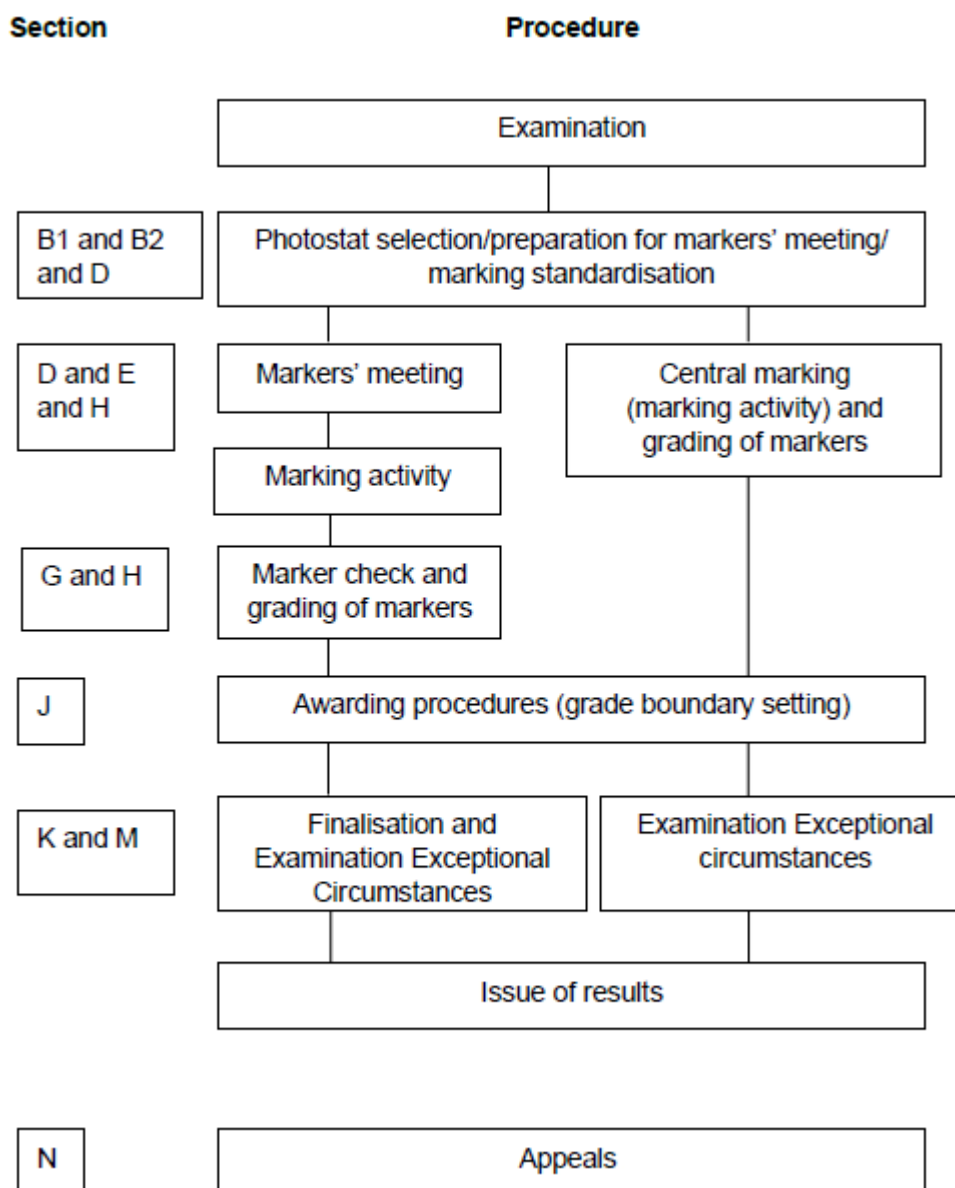
STL — senior team leader

SIM – subject implementation manager
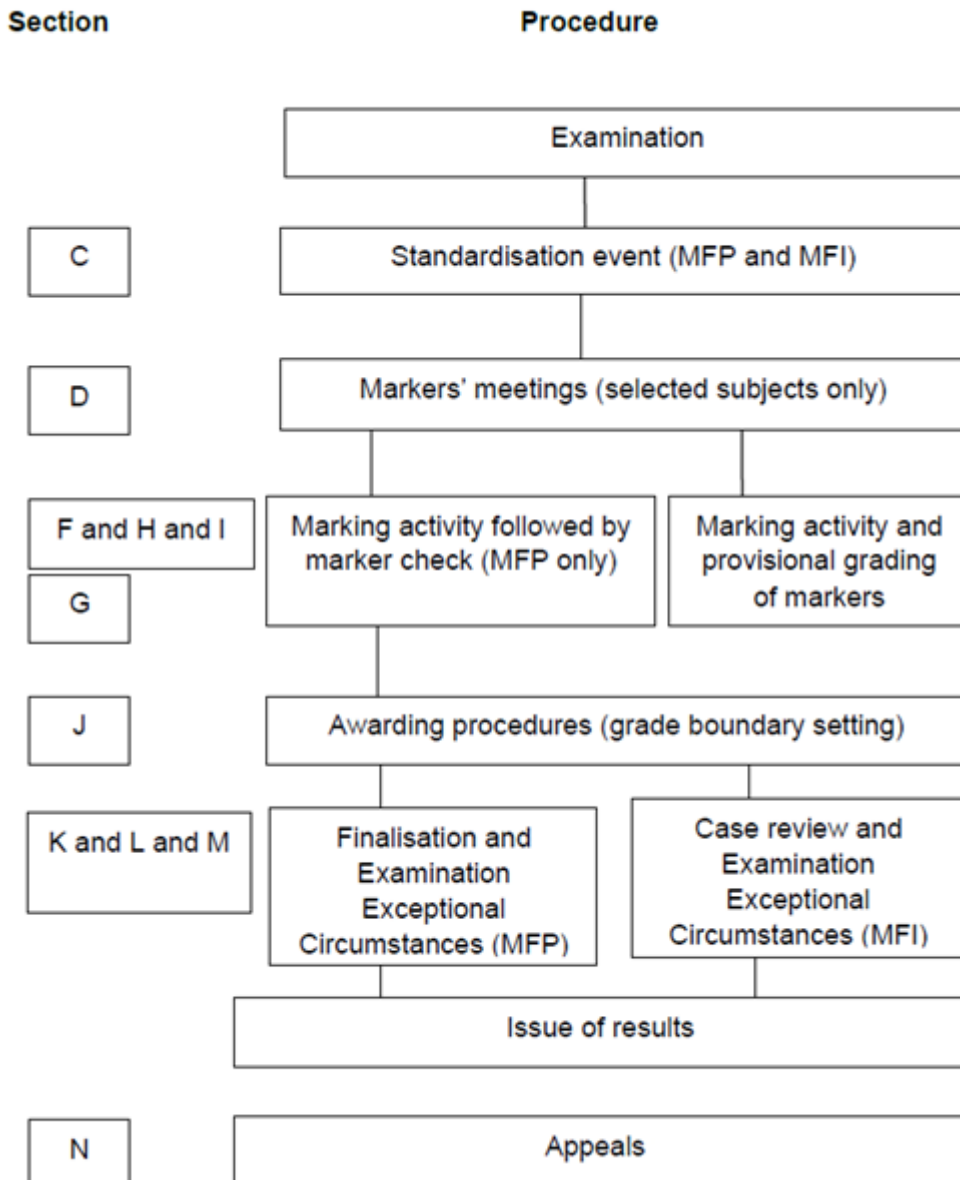
TL — team leader

Traditional (trad) — marking paper scripts by hand, without using e-marking software

6   Outline of post-examination procedures

6.1   Traditional and central marking

Section   **Procedure**

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                              ┌─────────────────────────────────────────────┐
                              │                 Examination                 │
                              └─────────────────────────────────────────────┘
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┌───────────────┐             ┌─────────────────────────────────────────────┐
│ B1 and B2     │             │ Photostat selection/preparation for markers' │
│ and D         │             │   meeting/ marking standardisation           │
└───────────────┘             └─────────────────────────────────────────────┘
                                        │                         │
┌───────────────┐             ┌─────────────────┐      ┌───────────────────────┐
│ D and E       │             │ Markers' meeting │      │ Central marking       │
│ and H         │             └─────────────────┘      │ (marking activity) and │
└───────────────┘                      │               │ grading of markers    │
                              ┌─────────────────┐       └───────────────────────┘
                              │ Marking activity │
                              └─────────────────┘
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┌───────────────┐             ┌─────────────────┐
│ G and H       │             │ Marker check and │
│               │             │ grading of markers│
└───────────────┘             └─────────────────┘
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┌───────────────┐             ┌─────────────────────────────────────────────┐
│ J             │             │ Awarding procedures (grade boundary setting) │
└───────────────┘             └─────────────────────────────────────────────┘
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┌───────────────┐             ┌─────────────────┐      ┌───────────────────────┐
│ K and M       │             │ Finalisation and │      │ Examination Exceptional│
│               │             │ Examination      │      │ circumstances         │
│               │             │ Exceptional      │      └───────────────────────┘
│               │             │ Circumstances    │
└───────────────┘             └─────────────────┘
                              ┌─────────────────────────────────────────────┐
                              │               Issue of results               │
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│ N             │             │                   Appeals                    │
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6.2 Marking from paper (MFP) and marking from image (MFI) using RM Assessor

Section	Procedure
	Examination
C	Standardisation event (MFP and MFI)
D	Markers' meetings (selected subjects only)
F and H and I G	Marking activity followed by marker check (MFP only) — Marking activity and provisional grading of markers
J	Awarding procedures (grade boundary setting)
K and L and M	Finalisation and Examination Exceptional Circumstances (MFP) — Case review and Examination Exceptional Circumstances (MFI)
	Issue of results
N	Appeals

B1 Photostat selection

1 Purpose

Full scripts or parts of scripts are selected for photocopying to illustrate particular features of the marking requirements. The photocopied material (photostats) may be issued to markers before the markers' meeting by post or made available electronically for the markers' meeting or central marking event, depending on the time available between meetings.

Please note that if photostat materials need to be posted out on the same day, these selected scripts must be handed to the Events Delivery staff by **11:00**. If working copies are needed for the same afternoon, scripts must be handed over by **11:00**. If working or final copies are required for the following day, scripts must be handed to Events Delivery by **14:00**.

2 Materials

- Attendance Register — Form Ex 107 (Appendix 3)
- candidates' scripts
- question paper
- marking instructions — paper and digital
- Script and Packet Selection Form (Appendix 4)
- Photostats Script Selection Form
- additional materials if previously requested
- Requirements for Next Procedure Form

3 Process

The principal assessor and selected members of the examining team are involved in this process. Principal assessors can request packets from specific centres for the production of photostats by completing a Script and Packet Selection Form (Appendix 4). The Script and Packet Selection Form is issued before the photostats meeting so that PAs can identify which centres they want to receive scripts from. These forms are emailed by Events Delivery to the PAs and QMs in the first week in February and must be returned by the first Friday in March. However, the selection of scripts provided may be limited to those that are available on the day of the meeting.

Scripts selected for photocopying should be passed to Events Delivery staff at the meeting with their packet. For final selections, a Script and Packet Selection Form (Appendix 4) must be completed. There should be clear instructions on whether photostats are to be issued to markers in advance by post or whether they will be available electronically for the markers' meeting or central marking event. The principal assessor needs to complete a Requirements for Next Procedure Form. Any other instructions and the inclusion of graphs or pictures should also be made clear to the Events Delivery staff and on the Script and Packet Selection Form.

All photostats are anonymised before being returned to meeting rooms. Teams should make sure working copies are fully anonymised before the end of the photostat procedure. You should not leave with any materials that are not anonymised.

Marking instruction process (revised in 2024)

The Word version of the MIs will remain in the 'MI-QP-CATs' folder in MS Teams until the end of your marking procedures. This version in Teams should be the only one that you update; you should not save any other versions elsewhere in order to maintain version control.

The MIs will not be returned to the Question Paper (QP) team after every procedure as in previous years and no new versions will be issued. However, if you need any assistance (for example, with formatting), then this can be requested. Please raise this with the Events Delivery staff at your event.

At the end of the marking procedures, the finalised MIs must be saved to the MS Teams folder.

4   Principal assessor checklist

♦ Have you identified all scripts and photostats for exemplification and passed them to Events Delivery staff?
♦ Have all the team leaders collected scripts (**where requested**)?
♦ Have you completed the Attendance Register — Form Ex 107 (Appendix 3)?
♦ Have you completed the Requirements for Next Procedure Form and passed it to the Events Delivery staff?

5   End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team has no further work to undertake, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

Leaving without informing a member of the Events Delivery team could result in a delay in processing any requirements for the next procedure.

B2 Preparation for markers' meetings or central marking

1 Purpose

The procedure should be scheduled to follow photostat meetings, if applicable. During the preparation meeting, the examining team will refine the marking instructions and prepare for the upcoming markers' meeting or central marking event.

There is no photocopying service at preparation events.

2 Materials

- Attendance Register — Form Ex 107 on Teams (Appendix 3)
- working copies of photostats (if selected)
- marking instructions — hardcopy and digital copy
- Script and Packet Selection Form (Appendix 4) — for exemplification
- Requirements for Next Procedure Form

3 Process

The examining team should review the marking instructions with regard to the exemplars selected as photostats (if selected). Following this review, the examining team should amend the marking instructions as required.

By prior arrangement between the qualifications manager and principal assessor, marking instructions may be amended by the NQ Assessment Team after the preparation meeting has taken place and before the markers' meeting or central marking, if time allows.

Events Delivery staff will be available as required, but please note that the photostat service **will not** be available at this procedure.

Marking instruction process (revised in 2024)

The Word version of the MIs will remain in the 'MI-QP-CATs' folder in MS Teams until the end of your marking procedures. This version in Teams should be the only one that you update; you should not save any other versions elsewhere in order to maintain version control.

The MIs will not be returned to the Question Paper (QP) team after every procedure as in previous years and no new versions will be issued. However, if you need any assistance (for example, with formatting), then this can be requested. Please raise this with the Events Delivery staff at your event.

At the end of the marking procedures, the finalised MIs must be saved to the MS Teams folder.

4 Principal assessor checklist

Before the end of the preparation event, principal assessors should ensure that any amendments are made to the marking instructions during the event.

♦ Any working copies of marking instructions must be destroyed or deleted.
♦ Have you completed the Requirements for Next Procedure Form and passed it to the Events Delivery staff?
♦ Have you saved the marking instructions?
♦ Have all team leaders collected scripts (**where requested**)?
♦ Have you completed the Attendance Register — Form Ex 107 (Appendix 3)?

5 End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that there is no further work to be undertaken by the team, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

Leaving without informing a member of the Events Delivery team could result in a delay in processing any requirements for the next procedure.

C1 Standardisation event — marking from image (MFI)

1 Purpose

The purpose of a standardisation event is to review and finalise the marking instructions (MIs) and to select and definitively mark practice, qualification and seeded responses. These responses will be used as part of the quality assurance process. RM Assessor is the online platform used for MFI.

The function of each type of response is as follows:

♦ **Practice responses** — these responses allow markers to self-assess, and develop and refine their ability to mark to the national standard by applying the MIs consistently when marking candidate responses. The examining team will develop marker feedback comments for all practice responses, which will indicate where and why definitive marks have been assigned. Markers will be able to view these comments as feedback after they have marked each of these responses. Bespoke tolerances will be set for all practice responses, that is, unique item(s) **and** paper tolerances are set for each response selected.
♦ **Qualification responses** — how a marker marks these responses determines whether or not the marker has demonstrated that they understand the national standard and can start marking. Bespoke tolerances will be set for all qualification responses, that is, unique item(s) **and** paper tolerances are set for each response selected.
♦ **Seeded responses** — how a marker marks these responses is used to check that they are continuing to mark to standard as they progress through marking. Markers will not be aware that they are marking a seeded response when these are included in their allocations. Generic item and paper tolerances will be set for all seeded responses, that is, the same paper and specific item tolerance will be set and will apply across all seeded responses.

Generic Seeded Tolerance Form

Seeded responses are captured on a separate form known as the Generic Seeded Tolerance Form. An electronic copy will be available in Microsoft Teams. This must be processed by the E-marking Support team before the event can conclude.

Note: The number of seeded responses should be sufficient to ensure that they can be included in each marker's allocation, usually at a ratio of 1:20. This is to ensure the quality of the marking remains consistent with the required standards. If an insufficient number of seeded scripts are selected, markers might be allocated a repeat seeded script. If required, there is a process to add more seeded scripts during the marking period by the PA or DPA.

Remember that once the practice, qualification and seeded responses have been finalised, the definitive marks allocated will be the marks awarded to the candidates.

Briefing scripts — These responses may be used at the markers' meeting in addition to practice, qualification and seeded scripts to exemplify additional marking points.

2   Materials

♦ Attendance Register — Form Ex 107 (Appendix 3)
♦ Script and Packet Selection Request Form (Appendix 4)
♦ MFP/MFI Standardisation Script Selection Form
♦ Requirement for Next Procedure Form
♦ Generic Seeded Tolerance Form (provided by events on MS Teams)
♦ copies of the assessment and MIs
♦ Exceptional Hierarchy Realignment Request (on MS Teams)

3   Preparation

The examining team should refer to the e-marking training resources (available on SQA Academy) that cover the standardisation process.

Principal assessors' preparation

The principal assessor must work with the qualifications manager to plan the standardisation event in advance to ensure the completion of all tasks within the time available.

Teams will structure standardisation events in different ways depending on the number of team leaders required within the team. Qualifications managers and principal assessors will have considered how best to organise the event for their own teams in advance, and team members will have been invited to the appropriate days.

A standardisation event will often be split into two parts — with the examining team and core team leaders attending the first part, and additional team leaders attending the second part. However, some marking teams might not follow this split; qualifications managers and principal assessors will decide on the best approach for their teams.

This planning must include:

♦ deciding how many potential response selections should be prepared before the standardisation event
♦ identifying which team leaders will attend both parts (if applicable) of standardisation
♦ deciding how the tasks of reviewing and finalising the standardisation responses will be organised
♦ ensuring that those involved in preparation know how many responses need to be identified
♦ deciding how issues with the draft MIs will be raised and addressed at the standardisation event
♦ allocating tasks such as making changes to the draft MIs and the definitive marks and tolerances, and producing marker feedback comments

Examining team preparation

♦ A copy of the instrument of assessment and draft MIs will be available before the standardisation event.
♦ Draft MIs will be uploaded to MS Teams. The examining team will be informed when they are available before the standardisation event. A hard copy of draft MIs will be provided at the event.
♦ A number of scanned responses will be available pre-standardisation (the day before the standardisation event) to view on RM Assessor.

In preparation for the standardisation event, the examining team should review the available responses, provisionally select and mark responses, and note any issues in relation to the draft MIs. Issues could include aspects of the draft MIs that may need further clarification or specific candidate responses that do not seem to be covered by the draft MIs. A total of three hours is paid to each team member for this work.

The marks allocated to each item and for the overall paper are provisional at this point. Tolerances should not be input at this stage; these will be agreed and assigned during the standardisation event.

4   The standardisation event

Part 1

The purpose of the first part of the event is to:

♦ review and finalise MIs as a result of the comments noted by team members
♦ discuss and agree which responses will be used for standardisation responses
♦ review the practice and qualification responses and assign definitive marks
♦ discuss bespoke tolerances for items and agree the paper tolerance for each practice and qualification response
♦ review the seeded responses and assign definitive marks for each item
♦ agree generic item and paper tolerances for all seeded responses
♦ provide marker feedback comments for each item on each practice response that explain where and why marks have or have not been awarded
♦ exemplify marking points that were not included in practice scripts, where it has been agreed that briefing responses are required for a markers' meeting
♦ make any necessary adjustments to zoning of scripts

At the event, the principal assessor, in consultation with the qualifications manager, will take the final decision on interpreting and applying the MIs. This is particularly important when there is difficulty in reaching a consensus within the team.

What to consider when selecting provisional responses

When selecting potential standardisation responses, remember that their main purpose is to allow markers to self-assess, develop and then demonstrate their ability to mark to national standard across a representative range of candidate responses.

When making provisional selections, team members can use 'standardisation team comments' to highlight a key point that a particular response illustrates, where the draft

MIs need to be refined, or to identify how the responses might be categorised (as practice, qualification or seeded responses).

♦ Select responses from a number of centres as this will help to exemplify a range of response types.
♦ Select responses that illustrate a representative range of candidate achievement. Avoid selecting only very high and/or very low scoring responses (unless these are typical of the range of candidate achievement for the paper).
♦ Select scripts that contain examples of commonly observed correct or incorrect responses. Avoid scripts with examples of unique or very uncommon candidate responses. If a response contains, for example, an unusual method of completing a calculation or solving a problem, note this for potential inclusion in the MIs. Unusual methods may have been taught in a small number of centres and this will help the limited number of markers who may encounter this while marking.
♦ If there are optional sections in the paper, ensure where possible that the final range of responses covers all optional questions and/or sections.

Finalising the marking instructions

The degree of clarity and coverage in MIs has a significant effect on the ability of markers to mark consistently across a wide range of responses. It is therefore very important that the finalised MIs are as clear and comprehensive as possible by the end of the standardisation event.

The following guidance is offered to help ensure that this is the case:

♦ Consider all markers when reviewing responses and refining the MIs. Think about what information they will need in order to fully understand the MIs and consistently apply them to the national standard.
♦ For some questions, there may be a small number of easily defined acceptable responses. If this is the case, list all the acceptable responses and make it clear that these are the only responses that should be given credit.
♦ Where there is a wide range of potential responses, it is important to avoid the temptation to simply make a list of all the acceptable responses. However, it can be helpful to give a few examples that should be given full, partial or no credit. In this case, explicitly state that these are examples only and they do not represent the full range of responses in each category.
♦ While MIs should be as clear and comprehensive as possible, they also need to be flexible to help markers assess unanticipated responses.
♦ For questions where different features or aspects of a response attract a specific number of marks, clearly identify the maximum marks that each feature or aspect can be awarded.
♦ Use clear and unambiguous language. Text should not be written in the form of abbreviated notes, as these could be misinterpreted.
♦ Standard e-marking information will also be included in the MIs. Principal assessors should ensure that MIs are updated with any subject-specific instructions, such as the use of specific annotations for MFI.
♦ The exceptions that apply to each subject are detailed in the marking instructions.

Marking instruction process (revised in 2024)

The Word version of the MIs will remain in the 'MI-QP-CATs' folder in MS Teams until the end of your marking procedures. This version in Teams should be the only one that you update; you should not save any other versions elsewhere in order to maintain version control.

The MIs will not be returned to the Question Paper (QP) team after every procedure as in previous years and no new versions will be issued. However, if you need any assistance (for example, with formatting), then this can be requested. Please raise this with the Events Delivery staff at your event.

At the end of the marking procedures, the finalised MIs must be saved to the MS Teams folder.

Setting item and paper level tolerances

Bespoke tolerances must be set at item and paper level for all practice and qualification responses.

Generic item and paper level tolerances **must** be agreed for all seeded responses.

These are captured on a separate form known as the Generic Seeded Tolerance Form. An electronic copy will be available in Microsoft Teams. The form must be submitted to the External Assessment Helpdesk for processing prior to standardisation being locked down.

These tolerances are important because they:

♦ allow the e-marking software to confirm to the marker if they have marked to the national standard
♦ help team leaders to identify markers who are not marking to national standard
♦ help team leaders to identify marking issues and provide appropriate, targeted advice and support

For tolerances to serve these purposes, it is important that they are broad enough to acknowledge the extent of acceptable marker variation on individual items and the paper as a whole. Equally, it is important that they are narrow enough to identify markers who are not marking to national standard.

When considering appropriate tolerances at item level, the extent of initial variation in the marks awarded by members of the standardisation team, and the reasons for this variation, should be considered. If the examining team initially suggested different marks for a particular response, it is likely that a degree of marker judgement is required to interpret and/or assess that response. Remember that markers will not have had the opportunity for such discussions before they mark that response.

As a guide, paper level tolerances should be in the region of ±2 to 3% of the total marks available for the paper as a whole. However, particularly in the case of assessments that need a high degree of marker judgement, the most appropriate tolerance may be greater and will vary from subject to subject and response to response. Principal assessors should draw on their previous experience of the extent of actual marker variation to help them make an informed professional judgement about appropriate paper level tolerances.

Marker feedback comments for practice responses

The purpose of these comments is to help markers to understand how the MIs should be interpreted and applied to candidate responses. Marker feedback comments must be written in clear, concise, and unambiguous language for each item within each practice response. It is therefore important that marker comments for each item refer closely to the MIs and the specific candidate response. The use of generic comments should be avoided.

The marker feedback comments must be saved in a document as a backup before they are entered into RM Assessor.

Senior team leaders and team leaders should not access a specific candidate's response simultaneously. RM Assessor will only save amendments from one team leader at a time.

For further information, see the Standardisation Setup — Step-by-step Guide (MFI) section below (Section 8).

Annotations

RM Assessor contains annotations. These should be used whenever appropriate to annotate practice responses. When markers view the comments, they will also be able to see any agreed annotations that have been applied at standardisation. You should ensure that these are used as described in the MIs.

In order to produce appropriate and helpful comments, sufficient time needs to be allocated during standardisation to develop, review and finalise them. Principal assessors might consider planning the initial development of comments during the first part of the event. This work could then continue into the beginning of the second part of the meeting while additional team leaders are reviewing the definitive marks, tolerances and MIs. The comments could then be reviewed and finalised when the whole team works through the standardisation responses to review and confirm all decisions.

Part 2

A group of additional team leaders will often attend the second part of the event to allow an objective check to take place before final decisions are confirmed. The role of these additional team leaders at this stage is very important. They will review the MIs

and standardisation responses for the first time, without knowing the discussions that have informed their development: essentially, they will be in the same position as markers when they begin the marking process.

The following guidance should help to ensure this important check is completed effectively:

♦ The additional team leaders should not seek clarification on or discuss the MIs or definitive marks and tolerances as they review each standardisation response.
♦ If it is not clear why a particular mark has been allocated to any response, this should be noted to feed back to the rest of the team once the work of reviewing the responses is complete. It will also be helpful to note the reason the allocation of the mark is unclear.
♦ Any uncertainties about how to interpret and/or apply any part of the MIs should be noted to feed back later.
♦ A note should be taken of any apparent inconsistencies in the MIs and/or within or across responses.

When the additional team leaders have completed this review, as directed by the principal assessor, they should feed back any points noted to the whole team.

Once this objective check has taken place, the examining team must discuss and review each response, in conjunction with the finalised MIs, before the end of the standardisation event. This may require final adjustments to definitive marks, tolerances, marker feedback comments for practice scripts, and marking instructions.

The main point is that objective checks should be carried out on all standardisation responses, and this check and subsequent discussion should inform the finalised:

♦ definitive marks
♦ marking instructions
♦ tolerances
♦ marker feedback comments

Marking instructions

Before the end of the standardisation event, principal assessors should ensure that any amendments made to marking instructions during the event are saved on the version on MS Teams.

Any other working copies of marking instructions must be destroyed or deleted.

5 Principal assessor checklist

♦ Have you completed all steps on the Standardisation Checklist (MFI) (Section 7)?
♦ Have you completed the Requirements for Next Procedure Form and passed it to the Events Delivery staff?

6 End of event

Before the examining team members leave, the principal assessor **must** contact Events Delivery staff to check that all tasks have been completed by the team, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

Leaving without informing a member of the Events Delivery team could result in a delay in processing any requirements for the next procedure.

7 Standardisation Checklist (MFI)

Task	Item	Confirmed by PA
Image zones	Confirm 'No Change' or note amendments to the zone for each question/item on a copy of the QP and pass it to the Events staff. Only applies to Structured QPs	
Practice responses	Practice responses (normally four) have been selected and definitively marked	
	Appropriate item level tolerances have been assigned to each item on each practice response	
	Appropriate paper level tolerances have been assigned to each practice response	
	Appropriate marker feedback comments illustrating where and why marks have been assigned have been produced for each practice response	
	Events staff have been advised of any practice scripts that are required to exemplify standards at the markers' meeting so these scripts can be made available	
Qualification responses	Qualification responses (normally eight) have been selected and definitively marked	
	Appropriate item level tolerances have been assigned to each item on each qualification response	
	Appropriate paper level tolerances have been assigned to each qualification response	
Seeded responses	At least, the required number of seeded responses to achieve a 1:20 response ratio for a maximum allocation, have been selected and definitively marked	
	A generic paper level tolerance has been agreed for seeded responses	

Task	Item	Confirmed by PA
	Where appropriate, generic item level tolerances have been agreed for seeded responses	
	The seeded response tolerance form has been completed and emailed to external.assessment@sqa.org,uk	
Briefing responses	Ensure briefing responses are definitively marked in the unclassified worklist and Events staff have been advised of any briefing scripts that are required to exemplify standards at the markers' meeting so these scripts can be made available	
MIs	The MIs include instructions to markers on the use of annotations and other marking points	
	The MIs have been reviewed and finalised	
	The finalised MIs have been saved	
Standardisation set up complete	The 'finalise mark scheme' and the 'complete setup' buttons in the e-marking software have been clicked	
Team hierarchy	Each STL/TL's marking group has been reviewed to ensure an appropriate allocation and the team hierarchy has been confirmed. Exceptional Hierarchy Realignment Request form has been submitted where required	
Team leader preparation	All team leaders have been involved in finalising the MIs	
	All team leaders have been involved in agreeing the definitive marks and bespoke tolerances for each practice and qualification response	
	All team leaders have been involved in agreeing the definitive marks for all seeded responses and the generic tolerances which will apply	
	A clear common approach to supporting and monitoring markers and identifying and addressing performance issues has been agreed	
PA approves all team leaders	The PA has set the status of all team leaders to 'Approved'	
Recording attendance	Complete the Attendance Register (form Ex 107), include details of those TLs who undertook standardisation preparatory work (producing provisional responses) and inform Events staff	

8 Standardisation Setup — Step-by-step Guide (MFI)

Login to RM Assessor URL: https://sqa.assessor.rm.com

I. Standardisation preparation

Step 1 — Creating provisional responses

♦ Click the **Standardisation Set up** button from the **Home** page on the component you would like to work on.
♦ In the **Select Responses** folder, you can view the candidates' responses scanned to date. Click on a **Centre ID** to view the candidates' responses from that centre.
♦ Click on the response to open it.
♦ You can create a provisional response by clicking on **Select to mark**. A copy of the response will be saved in the **Provisional** folder.
♦ You can choose to mark the response immediately, or to open it for marking later in the **Provisional** folder.

Step 2 — Marking a provisional response

♦ Mark by annotation using the **Annotation Toolbar** or input your marks into the **Marks Input Panel**.
♦ Do not add **Tolerances** or **Marker feedback comments** to provisional responses at this stage.
♦ You should use **Standardisation Team Comments** to share your thoughts with your team, for example 'This would be a good practice response'.
♦ Ensure that the response is 100% marked and standardisation team comments have been added.
♦ You can **Share** the response now or return to the Provisional folder.

Step 3 — Submitting provisional responses from Provisional folder

♦ Open the **Provisional** folder.
♦ To submit a marked provisional response, select the response(s) you want to submit and click the **Share** button. You will not be able to make any changes to provisional marks and/or comments after submission.
♦ All your provisionally marked responses will be moved to the **Unclassified** folder, where the rest of the team can review and classify them at the Standardisation meeting.
♦ You can view your submitted provisional responses in the **Unclassified** folder.
♦ You should delete any unwanted provisional responses by using the **Discard** button within an open provisional response. They will be returned to the pool of unmarked responses.

II. Standardisation event

There will be a lot of discussion around the selection of practice, qualification and seeded responses, reviewing the submitted provisional marking and standardisation team comments, assigning definitive marks, determining the tolerances, adding marker feedback comments, and finalising the marking instructions.

Step 1 — Review provisional marking

♦ Open the **Unclassified** folder to display the list of all provisional responses submitted by your team. TLs can view all responses in this folder but only PAs and STLs can amend these.
♦ In this folder, you will be able to see who submitted each response, and to view the standardisation team comments.
♦ To open and review a response, click on the **response ID**.

Step 2 — Finalising definitive marks and classifying responses (PAs and STLs only)

♦ Open the response and click the **Marks as Definitive** button on the marking grid.
♦ Select Copy marks and annotations as definitive or Clear all marks and annotations.
♦ Amend any of the definitive marks or annotations if required.
♦ Once you are satisfied with the marks, click the **Classify** button on the bottom of the marks grid to classify the response as **Practice**, **Qualification** or **Seeded**.
♦ All your classified responses will move to the **Classified** work list. You can easily switch between the **Classified** and **Unclassified** work lists.
♦ You can also view the definitive marks summary in the **Classification matrix**.
♦ The summary of progress against targets can be found in the bottom left corner of the page.
♦ Ensure all responses in the unclassified worklist, other than briefing scripts, are **discarded** before the **Complete Setup** button is clicked.

Step 3 — Finalising tolerances and marker feedback comments (PAs and STLs only)

♦ Add the **Item Level Tolerances** and the **Paper Level Tolerances** for each Practice and Qualification response.
♦ Open a definitively marked response and set a range of marks for each question item by selecting values in the **From** and **To** boxes.
♦ To set a tolerance range for the paper, click on the from and to boxes at the bottom of the **Mark Input Panel**, enter **From** and **To** values (must be a positive number). The **From** mark must be less than or equal to the **definitive mark** given to this response and the To mark must be greater than or equal to the definitive mark given to this response and less than or equal to the **Max Possible Total Mark**.
♦ The tolerances for **Seeded** responses are generic and have to be passed to the Events Delivery team to be added to RM Assessor.
♦ Add **Marker feedback comments** for all Practice Scripts.
♦ Click on the Classification button to return to the classified folder. Annotations will be saved automatically.

Step 4 — Completing Standardisation setup (PAs only)

♦ In the **Classification** folder, check that you have the required number of **Practice**, **Qualification** and **Seeded** responses. Ensure that you are happy with your selection of classified responses and all definitive marks and tolerances are set before proceeding, as you cannot make any changes once standardisation setup is complete.

♦ SQA staff will confirm that the tolerances for seeded responses have been entered.

♦ Click on **Complete Setup** button.

This will complete the Standardisation Setup procedure.

♦ RM Assessor automatically assigns the standardisation responses to markers.

♦ The PA must manually approve all TLs to allow them to mark candidate responses.

C2 Standardisation event — marking from paper (MFP)

1 Purpose

The purpose of a standardisation event is to review and finalise the marking instructions (MIs) and to select and definitively mark practice and qualification responses. These responses will be used as part of the quality assurance process. RM Assessor is the online platform used for MFP.

The function of each type of response is as follows:

♦ **Practice responses** — these responses allow markers to self-assess and develop and refine their ability to mark to the national standard by applying the MIs consistently when marking candidate responses. The examining team will develop marker feedback comments for all practice responses, which will indicate where and why definitive marks have been assigned. Markers will be able to view these comments as feedback after they have marked each of these responses. Bespoke tolerances will be set for all practice responses, that is, unique item(s) **and** paper tolerances are set for each response selected.

♦ **Qualification responses** — how a marker marks these responses determines whether or not the marker has demonstrated that they understand the national standard and can start marking. Bespoke tolerances will be set for all qualification responses, that is, unique item(s) **and** paper tolerances are set for each response selected.

Remember that once the practice and qualification responses have been finalised, the definitive marks allocated will be the marks awarded to the candidates.

Briefing scripts — These responses may be used at the markers' meeting in addition to practice and qualification scripts to exemplify additional marking points.

2 Materials

♦ Attendance Register — Form Ex 107 (Appendix 3)
♦ Script and Packet Selection Form (Appendix 4)
♦ MFP/MFI Standardisation Script Selection Form
♦ Requirement for Next Procedure Form
♦ copies of the instrument of assessment and MIs
♦ Exceptional Hierarchy Realignment Request (on MS Teams)

3 Preparation

The examining team should refer to the e-marking training resources (available on SQA Academy) that cover the standardisation process.

Principal assessors' preparation

The principal assessor must work with the qualifications manager to plan the standardisation event in advance to ensure the completion of all tasks within the time available.

Teams will structure standardisation events in different ways depending on the number of team leaders required within the team. Qualifications managers and principal assessors will have considered how best to organise the event for their own teams in advance, and team members will have been invited to the appropriate days.

A standardisation event will often be split into two parts — with the examining team and core team leaders attending the first part, and additional team leaders attending the second part. However, some marking teams might not follow this split; qualifications managers and principal assessors will decide on the best approach for their teams.

This planning must include:

♦ identifying which team leaders will attend both parts (if applicable) of standardisation
♦ deciding how the tasks of reviewing and finalising the standardisation responses will be organised
♦ ensuring that those involved know how many responses need to be identified
♦ deciding how issues with the draft MIs will be raised and addressed at the standardisation event
♦ allocating tasks such as making changes to the draft MIs and the definitive marks and tolerances, and producing marker feedback comments

4   The standardisation event

Part 1

The purpose of the first part of the event is to:

♦ review and finalise MIs as a result of the comments noted by team members
♦ discuss and agree which responses will be used for standardisation responses
♦ review the practice and qualification responses and assign definitive marks
♦ discuss bespoke tolerances for items and agree the paper tolerance for each practice and qualification response
♦ provide marker feedback comments for each item on each practice response that explain where and why marks have or have not been awarded
♦ exemplify marking points that were not included in practice scripts, where it has been agreed that briefing responses are required for a markers' meeting

At the event, the principal assessor, in consultation with the qualifications manager, will take the final decision on interpreting and applying the MIs. This is particularly important when there is difficulty in reaching a consensus within the team.

The examining team will receive their own script allocation to identify potential standardisation responses. Potential standardisation responses should be discussed and selected as provisional responses, and then provisionally marked.

Please note that allocated packets need to be receipted on RM Assessor before marks can be input for standardisation responses.

Note any issues in relation to the draft MIs. Such issues could be areas that may need further clarification or specific candidate responses that do not seem to be covered by the draft MIs. If a note has been taken of a candidate number beside any comment, the note must be disposed of securely at the end of the standardisation event.

What to consider when selecting provisional responses

When selecting potential standardisation responses, remember that their main purpose is to allow markers to self-assess, develop and then demonstrate their ability to mark to national standard across a representative range of candidate responses.

When making provisional selections, team members can use 'standardisation team comments' to highlight a key point that a particular response illustrates, where the draft MIs need to be refined, or to identify how the responses might be categorised (as practice or qualification responses).

♦ Select responses from a number of centres as this will help to exemplify a range of response types.
♦ Select responses that illustrate a representative range of candidate achievement. Avoid selecting only very high and/or very low scoring responses (unless these are typical of the range of candidate achievement for the paper).
♦ Select scripts that contain examples of commonly observed correct or incorrect responses. Avoid scripts with examples of unique or very uncommon candidate responses. If a response contains, for example, an unusual method of completing a calculation or solving a problem, note this for potential inclusion in the MIs. Unusual methods may have been taught in a small number of centres and this will help the limited number of markers who may encounter this while marking.
♦ If there are optional sections in the paper, ensure where possible that the final range of responses covers all optional questions and/or sections.

Finalising the marking instructions

The degree of clarity and coverage in MIs has a significant effect on the ability of markers to mark consistently across a wide range of responses. It is therefore very important that the finalised MIs are as clear and comprehensive as possible by the end of the standardisation event.

The following guidance is offered to help ensure that this is the case:

♦ Consider all markers when reviewing responses and refining the MIs. Think about what information they will need in order to fully understand the MIs and consistently apply them to the national standard.
♦ For some questions, there may be a small number of easily defined acceptable responses. If this is the case, list all the acceptable responses and make it clear that these are the only responses that should be given credit.
♦ Where there is a wide range of potential responses, it is important to avoid the temptation to simply make a list of all the acceptable responses. However, it can be helpful to give a few examples that should be given full, partial or no credit. In this

case, explicitly state that these are examples only and they do not represent the full range of responses in each category.

♦ While MIs should be as clear and comprehensive as possible, they also need to be flexible to help markers assess unanticipated responses.

♦ For questions where different features or aspects of a response attract a specific number of marks, clearly identify the maximum marks that each feature or aspect can be awarded.

♦ Use clear and unambiguous language. Text should not be written in the form of abbreviated notes, as these could be misinterpreted.

♦ Standard e-marking information will also be included in the MIs. Principal assessors should ensure that MIs are updated with any subject-specific instructions.

♦ The exceptions that apply to each subject are detailed in the marking instructions.

Setting item and paper level tolerances

Bespoke tolerances must be set at item and paper level for all practice and qualification responses.

These tolerances are important because they:

♦ allow the e-marking software to confirm to the marker if they have marked to the national standard

♦ help team leaders to identify markers who are not marking to national standard

♦ help team leaders to identify marking issues and provide appropriate, targeted advice and support

For tolerances to serve these purposes, it is important that they are broad enough to acknowledge the extent of acceptable marker variation on individual items and the paper as a whole. Equally, it is important that they are narrow enough to identify markers who are not marking to national standard.

When considering appropriate tolerances at item level, the extent of initial variation in the marks awarded by members of the standardisation team, and the reasons for this variation, should be considered. If the examining team initially suggested different marks for a particular response, it is likely that a degree of marker judgement is required to interpret and/or assess that response. Remember that markers will not have had the opportunity for such discussions before they mark that response.

As a guide, paper level tolerances should be in the region of ±2 to 3% of the total marks available for the paper as a whole. However, particularly in the case of assessments that need a high degree of marker judgement, the most appropriate tolerance may be greater and will vary from subject to subject and response to response. Principal assessors should draw on their previous experience of the extent of actual marker variation to help them make an informed professional judgement about appropriate paper level tolerances.

Marker feedback comments for practice responses

The purpose of these comments is to help markers to understand how the MIs should be interpreted and applied to candidate responses. Marker feedback comments must be written in clear, concise, and unambiguous language for each item within each practice response. It is therefore important that marker comments for each item refer closely to the MIs and the specific candidate response.

The marker feedback comments must be saved in a document as a backup before they are entered into RM Assessor.

Senior team leaders and team leaders should not access a specific candidate's response simultaneously. RM Assessor will only save amendments from one team leader at a time.

For further information, see the Standardisation Setup — Step-by-step Guide (MFP) section below (Section 8).

In order to produce appropriate and helpful comments, sufficient time needs to be allocated during standardisation to develop, review and finalise them. Principal assessors might consider planning the initial development of comments during the first part of the event. This work could then continue into the beginning of the second part of the meeting while additional team leaders are reviewing the definitive marks, tolerances and MIs. The comments could then be reviewed and finalised when the whole team works through the standardisation responses to review and confirm all decisions.

Part 2

A group of additional team leaders will often attend the second part of the event to allow an objective check to take place before final decisions are confirmed. The role of these additional team leaders at this stage is very important. They will review the MIs and standardisation responses for the first time, without knowing the discussions that have informed their development: essentially, they will be in the same position as markers when they begin the marking process.

The following guidance should help to ensure this important check is completed effectively:

♦ The additional team leaders should not seek clarification on or discuss the MIs or definitive marks and tolerances as they review each standardisation response.
♦ If it is not clear why a particular mark has been allocated to any response, this should be noted to feed back to the rest of the team once the work of reviewing the responses is complete. It will also be helpful to note the reason the allocation of the mark is unclear.
♦ Any uncertainties about how to interpret and/or apply any part of the MIs should be noted to feed back later.
♦ A note should be taken of any apparent inconsistencies in the MIs and/or within or across responses.

When the additional team leaders have completed this review, as directed by the principal assessor, they should feed back any points noted to the whole team.

Once this objective check has taken place, the examining team must discuss and review each response, in conjunction with the finalised MIs, before the end of the standardisation event. This may require final adjustments to definitive marks, tolerances, marker feedback comments for practice scripts, and marking instructions.

The main point is that objective checks should be carried out on all standardisation responses, and this check and subsequent discussion should inform the finalised:

♦ definitive marks
♦ marking instructions
♦ tolerances
♦ marker feedback comments

Marking instructions

Marking instruction process (revised in 2024)

The Word version of the MIs will remain in the 'MI-QP-CATs' folder in MS Teams until the end of your marking procedures. This version in Teams should be the only one that you update; you should not save any other versions elsewhere in order to maintain version control.

The MIs will not be returned to the Question Paper (QP) team after every procedure as in previous years and no new versions will be issued. However, if you need any assistance (for example, with formatting), then this can be requested. Please raise this with the Events Delivery staff at your event.

At the end of the marking procedures, the finalised MIs must be saved to the MS Teams folder.

5   Principal assessor checklist

♦ Have you completed all steps on the Standardisation Checklist (MFP) (Section 7)?
♦ Have you completed the Requirements for Next Procedure Form and passed it to the Events Delivery staff?

6   End of event

Before the examining team members leave, the principal assessor **must** contact Events Delivery staff to check that all tasks have been completed by the team, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

Leaving without informing a member of the Events Delivery team could result in a delay in processing any requirements for the next procedure.

7   Standardisation Checklist (MFP)

Task	Output	Confirmed by PA
Standardisation prep	The PA, in consultation with the QM, has planned the practical organisation of the meeting including the allocation of tasks	
Practice responses	Practice responses (normally four) have been selected and definitively marked	
	Appropriate item level tolerances have been assigned to each item on each practice response	
	Appropriate paper level tolerances have been assigned to each practice response	
	Appropriate item level comments illustrating where and why marks have/have not been assigned have been produced for each practice response	
	A sequence number has been assigned to each practice script and recorded accurately on the Script Selection Form	
	The definitive marks, item and paper level tolerances and item level comments for all four practice responses have been entered into the e-marking software by the standardisation team	
	Events staff have been advised of any practice scripts that are required to exemplify standards at the markers' meeting	
Qualification responses	Qualification responses (normally eight) have been selected and definitively marked	
	Appropriate item level tolerances have been assigned to each item on each qualification response	
	Appropriate paper level tolerances have been assigned to each qualification response	
	A sequence number has been assigned to each qualification response and recorded accurately on the Script Selection Form	
	The definitive marks and item and paper level tolerances for all eight qualification responses have been entered into the e-marking software by the standardisation team	
Briefing responses	Events staff have been advised of any briefing scripts that are required to exemplify standards at the markers' meeting	
MIs	The MIs have been reviewed and finalised	
	The finalised MIs have been saved	

Task	Output	Confirmed by PA
Standardisation set up complete	The 'finalise mark scheme' and the 'complete setup' buttons in the e-marking software have been clicked	
	Final copies of all standardisation responses have been passed to the Events staff	
Team hierarchy	Each STL/TL's marking group has been reviewed to ensure an appropriate allocation and the team hierarchy has been confirmed. Exceptional Hierarchy Realignment Request form has been submitted where required	
Team leader readiness	All team leaders have been involved in finalising the MIs	
	All team leaders have been involved in agreeing the definitive marks and tolerances for each practice and qualification response	
	A clear common approach to supporting and monitoring markers, and identifying and addressing performance issues, has been agreed	
PA approves all team leaders	The PA has set the status of all team leaders to 'approved'	
Recording attendance	Complete the Attendance Register and inform Events staff	

8 Standardisation Setup — Step-by-step Guide (MFP)

Login to RM Assessor URL: https://sqa.assessor.rm.com

Standardisation event

There will be a lot of discussion around the selection of practice and qualification responses, assigning definitive marks, determining the tolerances, adding marker feedback comments and finalising the marking instructions.

Step 1 — Creating provisional responses

♦ Once all Practice and Qualification responses have been chosen, the standardisation team member to whose allocation a response belongs, should create the provisional response.
♦ Click the **Standardisation** button from the **Home** page on the component you would like to work on.
♦ In the **Available Responses** folder, you will see a list of all the centres related to the packets assigned to you, arranged in centre number order.
♦ Click on a **Centre ID** to select the candidates' responses from that centre.
♦ Click on the response ID to open the response.
♦ You can create provisional responses by clicking **Select to Mark**. A copy of the response will be saved in the **My Provisional Responses** folder.

♦ You can choose to mark the response immediately, or to open it for marking later in the **My Provisional Responses** folder.

Step 2 — Marking a provisional response

♦ Input your marks into the **Marks Input Panel**.
♦ Do not add **Tolerances** or **Marker feedback comments** to provisional responses at this stage.
♦ Ensure that the response is 100% marked.
♦ You can **Share** the response now or return to the Provisional folder.

Step 3 — Submitting provisional responses from My Provisional Responses folder

♦ Open the **Provisional** folder.
♦ To submit a marked provisional response, select the response(s) you want to submit and click the **Share** button. You will not be able to make any changes to provisional marks and/or comments after submission.
♦ All your provisionally marked responses will be moved to the **Unclassified** folder, where the rest of the team can review and classify them at the standardisation meeting.
♦ You can view your submitted provisional responses in the **Unclassified** folder.
♦ You should delete any unwanted provisional responses by using the **Discard** button within an open provisional response. They will be returned to the pool of unmarked responses.

Step 4 — Review provisional marking

♦ Open the **Classification** folder to display the list of all provisional responses submitted by your team. TLs can view the marks for all responses in this folder but only PAs and STLs can amend these.
♦ In this folder, you will be able to see who submitted each response.
♦ To open and review the marks for a response, double click on it, or highlight it and click **View**.

Step 5 — Finalising definitive marks and classifying responses (PAs and STLs only)

♦ Open the response and click the **Marks as Definitive** button on the marking grid.
♦ Select **Copy marks and annotations as definitive** or **Clear all marks and annotations**. Amend any of the definitive marks or annotations if required.
♦ Once you are satisfied with the marks, click the Classify button on the top toolbar to classify the response as **Practice** or **Qualification**. All your classified responses will move to the **Classified** work list.
♦ In the **Classified** worklist you should also define the **order** of Practice and Qualification responses. This order must be the same as specified in the paper forms you pass to the Events Delivery team.
♦ The summary of progress against targets can be found in the bottom left corner of the page.
♦ Ensure all responses in the unclassified worklist, other than briefing scripts, are discarded before the **Complete Setup** button is clicked.

Step 6 — Finalising tolerances and marker feedback comments (PAs and STLs only)

♦ Add the **Item Level Tolerances** and the **Paper Level Tolerances** for each Practice and Qualification response.

♦ Open a definitively marked response and set a range of marks for each question item by selecting values in the **From** and **To** boxes.

♦ To set a tolerance range for the paper, click on the from and to boxes at the bottom of the **Mark Input Panel**, enter **From** and **To** values (must be a positive number). The **From** mark must be less than or equal to the **definitive mark** given to this response and the **To** mark must be greater than or equal to the **definitive mark** given to this response and less than or equal to the **Max Possible Total Mark**.

♦ Add **Marker feedback comments** for all Practice responses.

♦ **Save** and **Close** the response.

Step 7 — Completing standardisation setup (PAs only)

♦ In the **Classification** folder, check that you have the required number of Practice and Qualification responses. Ensure that you are happy with your selection of classified responses and all definitive marks and tolerances are set before proceeding, as you cannot make any changes once standardisation setup is complete.

♦ Click on **Complete Setup** button. This will complete the Standardisation Setup procedure. Practice and Qualification responses become available to markers.

The PA must manually approve all TLs to allow them to mark candidate responses.

D1 Markers' meeting — MFI

1 Purpose

The purpose of the markers' meeting is to ensure that markers fully understand the national standard before they begin marking and to clarify key information about the marking role.

This meeting is led by the principal assessor and, where appropriate, the deputy principal assessor and members of the senior team. Qualifications Development staff will also attend. Additionally, Events Delivery staff will register markers and deal with any administrative queries at the meeting.

Most MFI markers' meetings will be held digitally on MS Teams and supported remotely by Events Delivery staff, with a small number taking place face to face. Training resources on the use of MS Teams for digital meetings are available on SQA Academy.

Any pre-recorded meetings will be made available electronically and communicated nearer the event date.

2 Materials

SQA will supply the following materials (unless stated otherwise):

♦ Attendance Register — Form Ex 107 (Appendix 3); to be completed by the principal assessor to identify the senior appointees who attended and contributed to the meeting
♦ Markers' Meeting Register Supplement Form
♦ marking instructions on RM Assessor
♦ any exemplified candidate material (if arranged in advance)

3 Process

The principal assessor must cover these important points during the markers' meeting:

♦ welcome, introductions and appreciation
♦ digital meeting etiquette
♦ the quality assurance process
♦ general marking information
♦ raising exceptions
♦ annotations
♦ marker report
♦ ensuring that markers fully understand the national standard to be applied in their marking

3.1   Welcome, introductions and appreciation

The principal assessor should introduce themselves and members of the examining team, briefly explaining their roles in the examination process.

The principal assessor will:

♦ convey SQA's appreciation of the work that the markers will be undertaking following the markers' meeting
♦ emphasise that SQA relies on the conscientious way in which markers carry out their duties; and thank them in advance for their professionalism in ensuring that marking procedures are completed in time and with a high degree of accuracy
♦ welcome new markers and give additional thanks to markers who have marked before, noting SQA's appreciation for their continuing commitment to SQA and the examination process
♦ remind markers that all matters discussed during the markers' meeting are **confidential** — they **must not discuss** these matters outside the meeting and they must adhere to GDPR guidelines

Note for principal assessor

A marker who joins after the meeting has started who can be adequately briefed (during a break or at the end) may be allowed to mark. A late attendee, or anyone who misses a significant part of the meeting, who cannot be adequately briefed will not be permitted to mark.

3.2   Digital meeting etiquette

Markers will be advised:

♦ of the format of the training along with timings, including any scheduled breaks
♦ to ensure microphones are muted to reduce sound feedback
♦ to have their camera on, if required
♦ when to use the chat box for any questions, and to type in their full name for attendance purposes
♦ to ensure they are undertaking the training in a secure space with no interruptions (for example, in a private space in their home and not in a school staff room where they might be overheard)
♦ that an Events Delivery team member is on hand to help with any issues or queries during the meeting

3.3   The quality assurance process

MFI has a front-loaded quality assurance process that ensures all markers are fully familiar with the MIs and can mark to standard before they begin live marking. Before the markers' meeting, the markers should have completed the SQA Academy training. Markers will have to successfully complete both practice and qualification marking before they can gain approval to mark live responses.

Practice marking gives markers an opportunity to access, view and mark practice responses (usually four) to familiarise themselves with the question papers and MIs. Performance is not monitored and feedback is available through comments at item level to allow markers to self-assess and to refine their marking.

Qualification marking allows markers to demonstrate that they are marking to standard and are using the MIs correctly before marking live scripts. Markers have to mark a required number of qualification scripts to the required standard in order to be auto-approved for live marking. (If you have eight qualification scripts, this will be five; if you have six, four is the target; if you have five, three is the target.) See Section E: Roles and responsibilities in MFI and MFP marking for detailed information. Team leaders will monitor progress; if a marker is not marking to the required standard, they will be put 'on hold' and their team leader will provide feedback before removing the hold. If a marker does not pass the required number of qualification scripts to become auto-approved to mark, then it is their team leader's decision, in consultation with the principal assessor, whether they should proceed to live marking or not.

Markers must not begin to mark their practice and qualification scripts until after the markers' meetings.

Markers should work through practice and qualification scripts within the first few days of the marking period.

Markers must not begin live marking until they have worked through the practice and qualification scripts and are approved to mark.

Seeded scripts — during live marking, seeded responses (responses that have been pre-marked) are interspersed throughout a marker's workload. Markers will not be aware that they are marking a seeded response. If the seeded response is not marked to standard, the marker will be put 'on hold' and the team leader will contact them to discuss their marking. The marker will no longer be able to download or submit live responses until any issues with their marking have been discussed and resolved.

Role of team leader — every marker is supported by a team leader who will be available to provide advice, feedback and guidance on any marking-related issues. They will have access to an overview of marking, monitor the marker's progress to completion, and sample their marking throughout the marking period. Markers can contact their team leader via the messaging facility on RM Assessor. A team leader can ask a marker to review or re-mark a question or an entire script.

Technical support — markers should contact external.assessment@sqa.org.uk with any technical queries relating to RM Assessor. Any issues relating to MS Teams should be directed to events.delivery@sqa.org.uk. Team leaders are unable to assist with technical queries.

3.4   General marking information

General marking instructions and guidance are available on SQA Academy and should be covered at this meeting. Some important points to highlight are:

♦ All submitted marking, including practice and qualification marking, can be viewed in the closed work list in the live marking folder — and can be viewed or referred to throughout the marking period.
♦ There is a difference between entering a 'zero' and 'no response':

— Use 'zero' for a question that has been attempted but gains no marks.
— Use 'no response' when a candidate has not attempted a question.

♦ Once submitted, marked scripts have a status of 'pending'. If they are submitted in the first half of the marking period, the status will last for a period of 48 hours; if they are submitted in the second half, the status will last for 24 hours for the remainder of the marking period. 'Pending' means that the marker can still make changes to marks. Beyond this grace period, changes can only be made if a team leader returns the script to the marker via the 'request re-mark' option.
♦ If a marker is unable to complete marking by the due date, they must let the External Assessment Helpdesk and their team leader know as soon as possible.
♦ Markers should be reminded that they might not mark 100% of their allocation as scripts are marked on a first-come, first-served basis.
♦ Markers will not be paid for any responses that are removed from their work list due to not meeting the quality standard. Each response should be marked in full before being submitted.

3.5   Raising exceptions

If markers encounter any issues throughout the marking period, then it may be relevant to raise an exception.

Principal assessors must highlight that exceptions should be raised on RM Assessor before submitting the script; it is possible to submit a response and raise an exception simultaneously. Markers should make every effort to mark the script as normal with no penalties applied in the first instance. The allocation of marks and any mark adjustments should be made in line with the subject-specific marking instructions.

It is also vital that the correct exception is selected to avoid any delays or errors with the candidate's results. Route exceptions to the appropriate team in SQA or RM to deal with.

RM will endeavour to resolve exceptions as soon as possible. However, response times depend on volumes. Appointees should continue to log into RM Assessor until all raised exceptions have been resolved, even if it is after the marking period.

The following is the generic guidance for all appointees on raising an exception:

Exception	Description	Action
Image re-scan request	Unable to mark the candidate's response because the image is of poor quality. Some examples of this include: scan lines, folded pages, and a skewed or distorted image.	An image that needs to be re-scanned will be removed from the marker's work list. RM will let the marker know this has happened, and no further action from the marker is required. If RM advises that a re-scan would not help, close the exception and raise a new exception with the reason as 'undecipherable'.
Incorrect question paper	The image you are viewing does not correspond to the paper you are marking.	Do not mark the image until SQA has contacted you and provided advice.
Undecipherable	The response cannot be read and a re-scan will not improve the situation because the problem is with the writing and not the image. Examples of this include poor handwriting and over-writing the original response.	SQA will contact the marker to advise further action.
Answer outside of guidance	The marking instructions do not cover this candidate's response.	Act on advice from the team leader, and then submit the marked response.
Concatenated script exception	Additional objects, for example, pages or scripts displayed do not belong to the candidate being marked. This should not be used when the additional objects are transcriptions or additional pages submitted for the same candidate.	Mark the correct script, and then review the marks once the erroneous script has been removed. SQA will contact the marker and advise of any actions and when to close the exception.
Non-script object	The additional object displayed does not relate to the script being marked.	Write a short report to advise the issue and continue to mark. SQA will contact the marker and advise

Exception	Description	Action
	OR An examination booklet is submitted with all blank pages. OR It seems there could be a piece of the candidate's submission missing; for example, the script being marked only contains responses to diagrams or tables and there could be more script or word processed response, or the response on the last page ends abruptly.	of any actions to be taken and when to close the exception.
Candidate welfare concern	There are concerns about the candidate's wellbeing or welfare when marking any examination script or coursework, and there is no tick on the flyleaf to identify these issues are being or have been addressed by the centre.	Click on the Candidate Welfare Concern button and enter a comment in the comments box. After the exception has been raised, complete marking the script and submit the mark as normal. If you need to discuss this matter, please contact the Child Welfare Officer on 0345 213 6587 immediately for guidance. Outside office hours you should email welfare@sqa.org.uk.
Offensive content	The candidate's response contains offensive, obscene or frivolous material. Examples of this include vulgarity, racism, discrimination or swearing.	Enter an explanation of the offensive, obscene or frivolous material in the comments box, including: ♦ the material that is concerning you — be as specific as possible and provide all relevant information ♦ how this relates to SQA requirements ♦ specific details (include page and/or question numbers) Mark the script and submit it in the normal manner.

Exception	Description	Action
Malpractice	Suspicion of candidate or centre malpractice. The categories are: plagiarism, collusion, prohibited items and assessment conditions.	Enter an explanation of the potential malpractice in the comments box, including: ♦ first stating the malpractice category ♦ the material that is concerning you — be as specific as possible and provide all relevant information ♦ how this relates to SQA requirements ♦ specific details (include page and/or question numbers) ♦ the SCN of all candidates whose responses are involved (for example, if there are similarities among several responses) — where multiple candidates are involved, an individual exception should be raised for **each** candidate Once you have submitted a malpractice exception, you are not required to monitor the progress of the case. You may wish to consult the document [Malpractice: Information for Centres](). This document provides clear and detailed guidance on how SQA handles potential candidate or centre malpractice.

3.6 Annotations

Annotations are pre-set for every component. They can be used to assign marks or to highlight specific points in the response.

The principal assessor should cover the use of specific annotations to ensure markers are aware of how and when to use them during marking. Any annotations used should not obscure material that is relevant to the mark being awarded.

3.7 Marker report

Markers must complete a marker report and submit it within two days of the marking period end date. The link to the online marker report will be included within the 75% and 100% emails sent from the Marking Support team to markers during the marking period.

Submitting a marker report is required to meet a marker's key performance measures. Non-submission will be reported to Appointee Management. These reports are important because the comments made are important when it comes to reporting on the examination and making decisions at the awarding meeting.

3.8 Ensuring that markers fully understand the national standard to be applied in their marking

The principal assessor and/or senior team leaders should lead markers through the marking instructions and selected scripts (where applicable) that exemplify aspects of the marking instructions. It is crucial that all markers leave the meeting with a full understanding of the national standard to be applied in their marking.

3.9 Suspected malpractice

If you identify any potential malpractice while reviewing candidate scripts, please raise and complete a malpractice exception on RM Assessor.

Malpractice is any action or behaviour (either intentional or due to neglect) that goes against SQA policies and:

♦ compromises, attempts to compromise, or may compromise, the process of assessment, the integrity of any SQA qualification, or the validity of a result or certificate; and/or
♦ damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA

If you suspect malpractice, we recommend that you consult your team leader, senior team leader, principal assessor or qualifications manager/officer before raising an exception. They can help you verify your concerns. If you are still unsure, submit the exception as usual.

Please indicate the candidate(s) concerned using their SCNs and Response IDs where available. **It is important that you provide the malpractice category and as much relevant information as possible about your observations and concerns.**

All scripts should be marked as normal with no penalties applied at this stage. Malpractice exceptions should be submitted as soon as possible, to allow sufficient time for a thorough investigation ahead of certification.

4   Principal assessor checklist

♦ Have you finalised the marking instructions and saved them to the MS Teams folder?
♦ Do you need to complete a Markers' Meeting Register Supplement Form for the absent markers?
♦ Have you completed Attendance Register — Form Ex 107 (Appendix 3)?

5   End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team does not need to undertake further work, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

D2 Markers' meeting — MFP

1 Purpose

The purpose of the markers' meeting is to ensure that markers fully understand the national standard before they begin marking and to clarify key information about the marking role.

This meeting is led by the principal assessor and, where appropriate, the deputy principal assessor and members of the senior team. Qualifications Development staff will also attend. Additionally, Events Delivery staff will register markers and deal with any administrative queries at the meeting.

Most MFP markers' meetings will be held digitally on MS Teams and supported remotely by Events Delivery staff, with a small number taking place face to face. Training resources on the use of MS Teams for digital meetings are available on SQA Academy.

Any pre-recorded meetings will be made available electronically and communicated nearer the event date.

2 Materials

SQA will supply the following materials (unless stated otherwise):

♦ Attendance Register — Form Ex 107 (Appendix 3); to be completed by the principal assessor to identify the senior appointees who attended and contributed to the meeting
♦ Markers' Meeting Register Supplement Form
♦ marking instructions
♦ any exemplified candidate material (if arranged in advance)

3 Process

The principal assessor must cover these important points during the markers' meeting:

♦ welcome, introductions and appreciation
♦ digital meeting etiquette
♦ the quality assurance process
♦ receipt of packets (if applicable)
♦ general marking information
♦ raising exceptions
♦ annotations (if applicable)
♦ marker report
♦ ensuring that markers fully understand the national standard to be applied in their marking

3.1 Welcome, introductions and appreciation

The principal assessor should introduce themselves and members of the examining team, briefly explaining their roles in the examination process.

The principal assessor will:

♦ convey SQA's appreciation of the work that the markers will be undertaking following the markers' meeting
♦ emphasise that SQA relies on the conscientious way in which markers carry out their duties; and thank them in advance for their professionalism in ensuring that marking procedures are completed on time and with a high degree of accuracy
♦ welcome new markers and give additional thanks to markers who have marked before, noting SQA's appreciation for their continuing commitment to SQA and the examination process
♦ remind markers that all matters discussed during the markers' meeting are **confidential** — they **must not discuss** these matters outside the meeting and they must adhere to GDPR guidelines

Note for principal assessor

A marker who joins after the meeting has started who can be adequately briefed (during a break or at the end) may be allowed to mark. A late attendee, or anyone who misses a significant part of the meeting, who cannot be adequately briefed will not be permitted to mark.

3.2 Digital meeting etiquette

Markers will be advised:

♦ of the format of the training along with timings, including any scheduled breaks
♦ to ensure microphones are muted to reduce sound feedback
♦ to have their camera on, if required
♦ when to use the chat box for any questions, and to type in their full name for attendance purposes
♦ to ensure they are undertaking the training in a secure space with no interruptions (for example, in a private space in their home and not in a school staff room where they might be overheard)
♦ that an Events Delivery team member is on hand to help with any issues or queries during the meeting

3.3 The quality assurance process

MFP has a front-loaded quality assurance process that ensures all markers are fully familiar with the MIs and can mark to standard before they begin live marking. Markers will have to successfully complete both practice and qualification marking before they can gain approval to mark live responses.

Practice marking gives markers an opportunity to access, view and mark practice responses (usually four) to familiarise themselves with the question papers and MIs. Performance is not monitored and feedback is available through comments at item level to allow markers to self-assess and to refine their marking.

Qualification marking allows markers to demonstrate that they are marking to standard and are using the MIs correctly before marking live scripts. Markers have to mark a required number of qualification scripts to the required standard in order to be auto-approved for live marking. (If you have eight qualification scripts, this will be five; if you have six, four is the target; if you have five, three is the target.) See Section E: Roles and responsibilities in MFI and MFP marking for detailed information. Team leaders will monitor progress; if a marker is not marking to the required standard, they will be put 'on hold' and their team leader will provide feedback before removing the hold. If a marker does not pass the required number of qualification scripts to become auto-approved to mark, then it is their team leader's decision, in consultation with the principal assessor, whether they should proceed to live marking or not.

Markers should work through practice and qualification scripts within the first few days of the marking period.

Markers must not begin live marking until they have worked through the practice and qualification scripts and are approved to mark.

The principal assessor will inform markers whether they are marking practice and qualification scripts from paper or from image in the e-marking software.

- **Marking practice and qualification scripts on paper**: markers should mark the first practice script on paper — download the response in the e-marking software, enter the marks and review the feedback. The same process should be applied to the remaining practice scripts and all qualification scripts. There is no feedback to review on qualification scripts. The order of appearance of the practice and qualification responses in the software will match the order of the paper scripts.
- **Marking practice and qualification scripts on screen**: markers will download scanned images to view and mark.

Technical support — markers should contact external.assessment@sqa.org.uk with any technical queries relating to RM Assessor. Any issues relating to MS Teams should be directed to events.delivery@sqa.org.uk. Team leaders are unable to assist with technical queries.

3.4   Receipt of packets

Before the markers' meeting, the markers should have completed the SQA Academy training and recorded receipt of their packets on RM Assessor.

There are a few important points markers should note:

- Before opening any packets, markers should make sure that the five-figure marker code number on the label of each packet matches the code shown on their invitation, which can be viewed online via the Appointee Portal.
- Markers should acknowledge receipt of the packets on RM Assessor by ticking them as 'received' in the 'allocated packets' folder.

- They should identify each candidate's attendance status using the attendance drop-down list on the software. If a candidate is marked as absent on the Attendance Register — Form Ex 6, markers must mark the candidate as absent on the software.

Markers should contact external.assessment@sqa.org.uk if:

- the candidate's name is not on the Attendance Register — Form Ex 6 or missing in the e-marking software but there is a script in one of the packets
- there are any inconsistencies between a packet allocation and what is on the software

An example of the Attendance Register — Form Ex 6:

3.5 General marking information

General marking instructions and guidance are available on SQA Academy and should be covered at this meeting. Some important points to highlight are:

- Do not write comments on scripts.
- Record marks on paper scripts with a red pen and use the marks grid on the back of the script and flyleaf (if present) to record the mark for each item. Input the centre number and SCN in the software to see the mark-input screen, then enter the marks and write the total on the front of the paper script.
- Write the total mark on the Attendance Register/Mark Sheet — Form Ex 6.
- Candidate marks should be input and submitted throughout the marking period. SQA will monitor the completion of marking.

Submitting marks on RM Assessor

Once submitted, marked scripts have a status of 'pending' for a period of 24 hours for MFP. 'Pending' means that the marker can still make changes to marks entered on RM Assessor. Beyond this grace period, changes can only be made if a team leader returns the script to the marker via the 'request re-mark' option. Marks should be entered during the marking period, and not held until marking is completed.

There is a difference between entering a 'zero' and 'no response':

♦ Use 'zero' for a question that has been attempted but gains no marks.
♦ Use 'no response' when a candidate has not attempted a question.

Additional materials and coursework conditions

If the markers' meeting is for a coursework component where additional materials or word count restrictions apply, markers must complete an appropriate Coursework Assessment Conditions — Exceptions Form. This form should be included in any packet marked 'Special Attention'.

Note for principal assessors

It is important to remind markers to take care with administrative tasks. Accurate completion of administration is a key performance measure and any errors will be reported to Appointee Management.

Please also remind markers if they are unable to complete marking by the due date, they should let the External Assessment Helpdesk and their team leader know as soon as possible.

Return of scripts (markers)

Scripts must be returned by post in line with the standard process — markers should not bring scripts in person to any events they are attending.

Scripts should be returned in the packet in the order that they are listed on the Attendance Register/Mark Sheet — Form Ex 6.

Markers should return marked scripts in two batches within the marking period. The first batch of at least 50 scripts or half an allocation (whichever is fewer) should be received by SQA seven days before the script return date. The remaining scripts must be returned in the second batch to reach SQA no later than two days after the script return date. Failure to do so will be reported to Appointee Management as a failed key performance measure.

Markers living in a 'two-to-four day' postcode, whose marked scripts are received at SQA two to four days after the script return date, will not be logged as failing this key performance measure. A list of postcode areas can be found on the marker information section of SQA's website.

Markers should ensure that the completed Record of Marks and Despatch is returned separately to SQA (in the pre-paid envelope provided) at the same time as their last batch of marked scripts.

If, for any reason, a marker is unable to complete their marking by the due date, they must call the External Assessment Helpdesk on 0345 213 6612 (option 4) or email external.assessment@sqa.org.uk immediately.

3.6   Raising exceptions

If markers encounter any issues throughout the marking period, then it may be relevant to raise an exception. It is important that the exception is raised before marks are submitted.

Principal assessors must highlight that exceptions should be raised on RM Assessor before submitting the script; it is possible to submit a response and raise an exception simultaneously. Markers should make every effort to mark the script as normal with no penalties applied in the first instance. The allocation of marks and any mark adjustments should be made in line with the subject-specific marking instructions.

It is also vital that the correct exception is selected to avoid any delays or errors with the candidate's results. Route exceptions to the appropriate team in SQA to deal with.

The following is the generic guidance for all appointees on raising an exception:

Exception	Description	Action
Candidate welfare concern	There are concerns about the candidate's wellbeing or welfare when marking any examination script or coursework, and there is no tick on the flyleaf to identify these issues are being or have been addressed by the centre.	Click on the Candidate Welfare Concern button and enter a comment in the comments box. After the exception has been raised, complete marking the script and submit the mark as normal. If you need to discuss this matter, please contact the Child Welfare Officer on 0345 213 6587 immediately for guidance. Outside office hours you should email welfare@sqa.org.uk.
Offensive content	The candidate's response contains offensive, obscene, or frivolous material. Examples of this include vulgarity, racism, discrimination or swearing.	Enter an explanation of the offensive, obscene or frivolous material in the comments box, including: ♦ the material that is concerning you — be as specific as possible and provide all relevant information ♦ how this relates to SQA requirements ♦ specific details (include page and/or question numbers)
Malpractice	Suspicion of candidate or centre malpractice. The categories are: plagiarism, collusion,	Enter an explanation of the potential malpractice in the comments box, including: ♦ first stating the malpractice category

Exception	Description	Action
	prohibited items and assessment conditions.	♦ the material that is concerning you — be as specific as possible and provide all relevant information ♦ how this relates to SQA requirements ♦ specific details (include page and/or question numbers) ♦ the SCN of all candidates whose responses are involved (for example, if there are similarities among several responses) — where multiple candidates are involved, an individual exception should be raised for **each** candidate Once you have submitted a malpractice exception, you are not required to monitor the progress of the case. You may wish to consult the document [Malpractice: Information for Centres](). This document provides clear and detailed guidance on how SQA handles potential candidate or centre malpractice. Then mark the script in the normal manner and write 'Special Attention (M)' on the outside of the packet.
PA referral	When issues arise during the marking process that cause the marker serious doubt or difficulty in assigning a mark or grade to a piece of work.	You should raise all marking-related queries with your team leader in the first instance. If the team leader advises the script should be sent to the PA, complete the marking and enter a provisional mark on the paper script and write 'PA Referral' beside the marks box. Click on the 'PA Referral' exception and write a report in the comments box. Submit the mark as normal. Note 'PA Referral' on the Attendance Register — Form Ex 6 for the specific candidate. Write 'PA Referral' on the outside of the packet and return it to SQA as normal.

3.7   Marker report

Markers must complete a marker report and submit it within two days of the marking period end date. The link to the online marker report will be included within the 75% and 100% emails sent from the Marking Support team to markers during the marking period.

Submitting a marker report is required to meet a marker's key performance measures. Non-submission will be reported to Appointee Management. These reports are important because the comments made are important when it comes to reporting on the examination and making decisions at the awarding meeting.

3.8   Suspected malpractice

If you identify any potential malpractice while reviewing candidate scripts, please raise and complete a malpractice exception on RM Assessor.

Malpractice is any action or behaviour (either intentional or due to neglect) that goes against SQA policies and:

♦   compromises, attempts to compromise, or may compromise, the process of assessment, the integrity of any SQA qualification, or the validity of a result or certificate; and/or
♦   damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA

If you suspect malpractice, we recommend that you consult your team leader, senior team leader, principal assessor or qualifications manager/officer before raising an exception. They can help you verify your concerns. If you are still unsure, submit the exception as usual.

Please indicate the candidate(s) concerned using their SCNs and Response IDs where available. **It is important that you provide the malpractice category and as much relevant information as possible about your observations and concerns.**

All scripts should be marked as normal with no penalties applied at this stage. The returned packet should be marked 'Special attention (M)'. Malpractice exceptions should be submitted as soon as possible, to allow sufficient time for a thorough investigation ahead of certification.

3.9   Ensuring that markers fully understand the national standard to be applied in their marking

The principal assessor and/or senior team leaders should lead markers through the marking instructions and selected scripts (where applicable) that exemplify aspects of the marking instructions. All markers should leave the meeting with a full understanding of the national standard to be applied in their marking.

3.10 Bias

You should be aware of your own potential for bias, explicit or implicit. Marking decisions should be based on the learner's demonstration of their competence against requirements detailed in the marking criteria. For example, writing style including grammatical structure and layout of the learner's responses should not be factors that are considered when marking each learner's script. This ensures that decisions are as objective and as consistent as possible.

Please be especially aware of 'implicit bias', which originates from assumptions or stereotypes based on characteristics such as social background, gender, disability, race and ethnicity. Research strongly suggests that implicit bias may be a contributing factor in assessment judgements, which is why SQA's MFI procedures include the suppression of learners' personal data. You should consider how to mitigate the risk of bias when marking learner scripts that contain learner identifying information.

Learners' scripts should be valued for their own worth and you should make a conscious effort to consider and avoid the negative impact of potential implicit bias. It is also important to evaluate only what is being assessed, against the skills, knowledge and understanding required. For example, aspects of a learner's response, such as style, composition and fluency, **should only be considered if they are part of the assessment requirements for that component**.

It is important to remember the implications of the mark awarded for each learner. Every course award carries not only weight and significance personally, socially, educationally, and economically for the learner, but also meaning and a value in the wider world. It is crucial that all learners are treated fairly and equitably.

4   Principal assessor checklist

- ♦ Have you finalised the marking instructions and saved them to the MS Teams folder?
- ♦ Do you need to complete a Markers' Meeting Register Supplement Form for the absent markers?
- ♦ Have you completed Attendance Register — Form Ex 107 (Appendix 3)?

5   End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team does not need to undertake further work, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

D3 Markers' meeting — traditional

1 Purpose

The purpose of the markers' meeting is to ensure that markers fully understand the national standard before they begin marking. Decisions taken at this meeting are final and supersede any previously issued marking instructions. Administrative details can also be clarified in this meeting.

This meeting is led by the principal assessor and, where appropriate, the deputy principal assessor and members of the senior team. Qualifications Development staff will also attend. Additionally, Events Delivery staff will register markers and deal with any administrative queries at the meeting.

Traditional markers' meetings will be held digitally on MS Teams and supported remotely by Events Delivery staff. Training resources on the use of MS Teams for digital meetings are available on SQA Academy.

Any pre-recorded meetings will be made available electronically and communicated nearer the event date.

2 Materials

SQA will supply the following materials (unless stated otherwise):

♦ Attendance Register — Form Ex 107 (Appendix 3); to be completed by the principal assessor to identify the team leaders who contributed to the meeting
♦ marking instructions
♦ any exemplified candidate material (if arranged in advance)
♦ Attendance Register/Mark Sheet — Form Ex 6
♦ Markers' Meeting Register Supplement Form
♦ marker report (Appendix 5)
♦ National Qualifications Referral Form (Appendix 17)

3 Process

The principal assessor must cover these important points during the markers' meeting:

♦ welcome, introductions and appreciation
♦ digital meeting etiquette
♦ the quality assurance process
♦ general marking information
♦ referrals, malpractice and coursework conditions
♦ finalising the marking instructions
♦ marker report
♦ ensuring that markers fully understand the national standard to be applied in their marking

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3.1 Welcome, introductions and appreciation

The principal assessor should introduce themselves and members of the examining team, briefly explaining their roles in the examination process.

The principal assessor will:

♦ convey SQA's appreciation of the work that the markers will be undertaking following the markers' meeting
♦ emphasise that SQA relies on the conscientious way in which markers carry out their duties and thank them in advance for their professionalism in ensuring that marking procedures are completed in time and with a high degree of accuracy
♦ welcome new markers and give additional thanks to markers who have marked before, noting SQA's appreciation for their continuing commitment to SQA and the examination process
♦ remind markers that all matters discussed during the markers' meeting are **confidential** — they **must not discuss** these matters outside the meeting and they must adhere to GDPR guidelines

Note for principal assessor

A marker who joins after the meeting has started who can be adequately briefed (during a break or at the end) may be allowed to mark. A late attendee, or anyone who misses a significant part of the meeting, who cannot be adequately briefed will not be permitted to mark.

3.2 Digital meeting etiquette

Markers will be advised:

♦ of the format of the training along with timings, including any scheduled breaks
♦ to ensure microphones are muted to reduce sound feedback
♦ to have their camera on, if required
♦ when to use the chat box for any questions, and to type in their full name for attendance purposes
♦ to ensure they are undertaking the training in a secure space with no interruptions (for example, in a private space in their home and not in a school staff room where they might be overheard)
♦ that an Events Delivery team member is on hand to help with any issues or queries during the meeting

3.3 The quality assurance process

The principal assessor and senior team members will have previously reviewed the marking instructions and may also have selected photostats for review at this meeting.

Photostats will give markers an opportunity to familiarise themselves with the question papers and marking instructions. Markers may be asked to work through these independently during the meeting before the principal assessor or team leaders provide feedback explaining the allocation of marks. Specific reference should be made to the application of the marking instructions.

3.4 General marking information

Markers should make their intentions absolutely clear when marking (using codes where these have been agreed) for the benefit of SQA staff and any others who may refer to the script later. **It is important not to write any comments on candidates' scripts**. Every question that the candidate has answered should have a mark. The mark should be awarded in **red ink** on the script, in line with the finalised marking instructions.

Where complete candidate submissions such as coursework, investigations and so on are used as photostats, and these feature within a marker's allocation, markers must award the final mark agreed at the markers' meeting. These scripts will be identified or stamped as 'selected for photostat'.

When markers receive their scripts, they should check that the five-digit marker code on the packets matches that on their invitation to mark, which can be viewed online via the Appointee Portal.

After opening each packet carefully, markers should:

1. Check the number of candidates entered on the outside of the packet against the number of candidates whose scripts are enclosed; should there be a discrepancy, the number on the outside of the packet should be changed using red ink to agree with the number of candidates whose scripts are enclosed.
2. Check the packet details on the Attendance Register/Mark Sheet against those on the packet label.
3. Check that the candidates whose scripts are enclosed are listed on the Attendance Register.
4. Check that the scripts received match the paper they have been appointed to mark. For any queries, markers should contact the External Assessment Helpdesk on 0345 213 6612 (option 4) or email external.assessment@sqa.org.uk.

Markers must carefully check to ensure that all totalling of marks is correct, that all questions have been marked, and that totals are transcribed accurately to the front of the script, as specified in the MIs, as well as the Attendance Register/Mark Sheet — Form Ex 6. The total mark should be clearly highlighted on the front of the script in the appropriate space.

If there is more than one submission or script for a candidate, these are placed one inside the other.

Markers must take care with the addition of marks, as even a small error could make a grade's difference to a candidate. Sample checks will be undertaken during the marking period and, where errors are found, marker grades will be adjusted accordingly. This may affect markers' future appointments.

Markers must provide a report on their marking experience as this information is vital to post-examination procedures.

Return of scripts (markers)

Scripts must be returned by post in line with the standard process — markers should not bring scripts in person to any events they are attending.

Scripts should be returned in the packet in the order that they are listed on the Attendance Register/Mark Sheet — Form Ex 6.

Markers should return marked scripts in two batches within the marking period. The first batch of at least 50 scripts or half an allocation (whichever is less) should be received by SQA seven days before the script return date. The remaining scripts must be returned in the second batch to reach SQA on or before the script return date. Failure to do so will be reported to Appointee Management as a failed key performance measure.

Markers living in a 'two-to-four day' postcode, whose marked scripts are received at SQA two to four days after the script return date, will not be logged as failing this key performance measure. A list of postcode areas can be found on the marker information section of SQA's website.

Markers should ensure that the completed Record of Marks and Despatch is returned separately to SQA (in the pre-paid envelope provided) at the same time as their last batch of marked scripts.

If, for any reason, a marker is unable to complete their marking by the due date, they must call the External Assessment Helpdesk on 0345 213 6612 (option 4) or email external.asssessment@sqa.org.uk immediately.

3.5   Referrals, suspected malpractice and coursework conditions

During the marking period, markers may encounter the following issues; they will need to notify SQA about these using either a National Qualifications Referral Form (Appendix 17) or a Coursework Assessment Conditions — Exceptions Form. The Coursework Assessment Conditions forms will be provided by the Events Delivery team.

Markers should note marks and exceptions as they go and not at the end of marking, or after despatch.

Marking issues

When issues arise during the marking process that cause markers serious doubt or difficulty in assigning a mark or grade to a piece of work, the script should be marked and referred to the principal assessor. Markers should write 'PA Referral' on the front of the script under the 'for official use' grid and complete a National Qualifications Referral Form (Appendix 17). Markers should write 'Special Attention (PA)' on the outside of the packet containing the referred script and return it to SQA as normal.

This also includes scripts with illegible handwriting that is preventing markers from being able to allocate marks. In this case, markers must allocate marks where they can and refer the script to the principal assessor using the above process.

Suspected malpractice

If you identify any potential malpractice while reviewing candidate scripts, please raise it by completing the National Qualifications Referral Form (Appendix 17).

Malpractice is any action or behaviour (either intentional or due to neglect) that goes against SQA policies and:

♦ compromises, attempts to compromise, or may compromise, the process of assessment, the integrity of any SQA qualification, or the validity of a result or certificate; and/or
♦ damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA

If you suspect malpractice, we recommend that you consult your team leader, senior team leader, principal assessor or qualifications manager/officer before making a referral. They can help you verify your concerns. If you are still unsure, submit the referral as usual.

You may wish to consult the document [Malpractice: Information for Centres](). This document provides clear and detailed guidance on how SQA handles potential candidate or centre malpractice.

When completing the referral form, please indicate all the candidates concerned using their SCNs (for example, if there are similarities among several responses). **It is important that you provide the malpractice category and as much relevant information as possible about your observations and concerns.**

All scripts should be marked as normal with no penalties applied at this stage. The form should be included in the packet marked 'Special Attention (M)'. Malpractice referrals should be submitted as soon as possible, to allow sufficient time for a thorough investigation ahead of certification.

Additional materials and coursework conditions

If the markers' meeting is for a coursework component where additional materials or word count restrictions apply, markers must complete an appropriate Coursework Assessment Conditions — Exceptions Form. This form should be included in the packet marked 'Special Attention'.

Candidate welfare concern

If you have any concerns about the candidate's wellbeing or welfare when marking any examination script or coursework, you should raise them in the following ways.

Contact the Child and Adult Protection Officer on 0345 213 6587 (outside office hours you should email welfare@sqa.org.uk). Please provide your name, contact telephone number, and name of centre.

3.6 Finalising the marking instructions

Before the end of the markers' meeting, principal assessors should ensure that any amendments made to marking instructions are finalised and uploaded to MS Teams. The Events Delivery staff should be informed at the end of the event.

Any other working copies of marking instructions must be destroyed or deleted.

3.7 Marker report

A marker report provides relevant information and comment on the nature and quality of the candidate responses that have been marked. It is essential that markers complete the report as concisely and constructively as they can, as these reports are one of the principal assessor's main sources of information when determining grade boundaries.

Traditional markers must complete a marker report available on the marker information section of SQA's website. They should submit it via email to external.assessment@ sqa.org.uk at the same time as they return their final batch of marked scripts.

Submitting a marker report (Appendix 5) is required to meet key performance measures.

3.8 Ensure that markers fully understand the national standard to be applied in their marking

The principal assessor and/or senior team leaders should lead markers through the marking instructions and selected scripts (where applicable) that exemplify aspects of the marking instructions. It is crucial that all markers leave the meeting with a full understanding of the national standard to be applied in their marking.

3.9 Bias

You should be aware of your own potential for bias, explicit or implicit. Marking decisions should be based on the learner's demonstration of their competence against requirements detailed in the marking criteria. For example, writing style including grammatical structure and layout of the learner's responses should not be factors that are considered when marking each learner's script. This ensures that decisions are as objective and as consistent as possible.

Please be especially aware of 'implicit bias', which originates from assumptions or stereotypes based on characteristics such as social background, gender, disability, race and ethnicity. Research strongly suggests that implicit bias may be a contributing factor in assessment judgements, which is why SQA's MFI procedures include the suppression of learners' personal data. You should consider how to mitigate the risk of bias when marking as both learner scripts and the Attendance Register — Form (Ex6) contain learner identifying information.

Learners' scripts should be valued for their own worth and you should make a conscious effort to consider and avoid the negative impact of potential implicit bias. It is also important to evaluate only what is being assessed, against the skills, knowledge and understanding required. For example, aspects of a learner's response, such as

style, composition and fluency, **should only be considered if they are part of the assessment requirements for that component**.

It is important to remember the implications of the mark awarded for each learner. Every course award carries not only weight and significance personally, socially, educationally, and economically for the learner, but also meaning and a value in the wider world. It is crucial that all learners are treated fairly and equitably.

4   Principal assessor checklist

♦   Have you finalised the marking instructions and saved them to the MS Teams folder?
♦   Do you need to complete a Markers' Meeting Register Supplement Form for the absent markers?
♦   Have you completed Attendance Register — Form Ex 107 (Appendix 3)?

5   End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team does not need to undertake further work, that all queries have been resolved and the end-of-event checklist is complete. Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

E   Roles and responsibilities in MFI and MFP marking

The examining team must refer to the e-marking training courses available on SQA Academy for full details on how to support their markers through the quality assurance and marking process.

Throughout marking, the monitoring of marking and provision of support and guidance to markers is a critical aspect of the role.

In order to ensure the quality of marking and provide sufficient support for markers, it is expected that the examining team will access RM Assessor at least once every 24 hours throughout the marking period. When this is not possible, the markers should be advised of this in case they submit any exceptions or have any urgent queries.

1   Before marking

Before marking begins, team leaders should introduce themselves to the markers in their groups either at the markers' meeting or via the messaging system on RM Assessor. Team leaders should use this opportunity to set expectations on when they will be available to markers for support and guidance. They should also find out when their markers are most likely to be marking.

Team leaders should remind markers to mark the practice and qualification responses within the first three days of the marking period, which is when SQA anticipates that these should be completed. The External Assessment Helpdesk will monitor the completion of qualification responses, and may contact markers who have not completed all required responses within three days.

Finally, it is worth noting that after standardisation set up is complete, the system won't prevent a marker from completing qualification scripts and progressing to live marking. If you notice any marking activity before the markers' meeting, put the marker 'on hold' and notify the principal assessor as soon as possible.

2   Practice marking

Markers will first view and mark the practice responses. This marking will **not** be monitored by team leaders. Once submitted, markers will be able to check the marks they assigned to each practice response against the definitive marks set at the standardisation event. Accompanying marker feedback comments will be displayed to clarify any aspects of the marking instructions that markers may be unsure about. The comments will explain where and why marks have been assigned. This is to allow markers to self-assess their marking. When markers have completed practice marking, team leaders can expect to receive questions about how the marking instructions have been applied to practice responses.

3   Qualification marking

Markers will then be required to mark qualification responses. This marking will be monitored remotely by the team leader.

In the typical setup of eight qualification responses, if a marker marks five out of eight responses within tolerance, the system will automatically approve them to mark. However, if a marker completes the first three qualification responses or three out of the first four responses outwith tolerance, they will automatically be placed 'on hold'. Team leaders should contact the marker to discuss and resolve marking issues. When the team leader is satisfied that the marker understands the national standard, they should **take the marker off hold** so that the marker can access the next qualification response.

If a marker who has previously been 'on hold' completes a further response outwith tolerance, RM Assessor will again set their status to 'on hold' and the team leader should follow the same process as before.

If the marker is 'not approved' after completing all qualification responses, the team leader must review their performance across all responses and consider the level of support and feedback given to the marker. If a decision is taken to 'not approve' the marker, please refer to the marker withdrawal section (Section 5) below.

Team leaders should contact markers who have not completed practice and qualification scripts within the first three days of the marking period to encourage them to do so. If the team leader is unable to get in touch with the marker, they can ask the External Assessment Helpdesk to contact the marker.

4   Live marking

After successfully progressing through the practice and qualification response stages, markers will begin to mark candidate responses. The roles and responsibilities of principal assessors, senior team leaders and team leaders differ for MFI and MFP at the marking stage.

MFI only

Seeded responses

At points throughout the marking process, RM Assessor will randomly feed seeded responses to each marker and, because all responses are anonymous, the marker will not be aware that the response is a seeded one. If a marker does not mark a seeded response within the tolerance set, they will automatically be put 'on hold' and their team leader will be messaged.

Sampling

The marking of each marker must be sampled at a ratio of at least 1:20. The scripts sampled can be tagged 'OK', 'action required' or 'feedback given' in order to track the progress of any responses sampled. If a marking issue is identified through sampling, the team leader should intervene to put the marker 'on hold' in order to fully investigate and resolve the issue.

Most markers do not have difficulty awarding appropriate marks to very high or very low scoring responses. It is therefore appropriate that the majority of sampling focuses on responses that have been awarded marks in the middle ranges. However, high or low scoring responses should be sampled occasionally.

Principal assessors and senior team leaders will also be expected to sample the marking of markers they are responsible for in the marking hierarchy. The ratio of sampling will be confirmed before the start of the marking period.

Addressing marking issues

This combination of seeded responses and live sampling will allow any marking issues to be identified. If there are concerns, additional responses should be sampled to investigate the full extent of marker variation from the national standard. The team leader will then contact the marker to provide support. The marker will be unable to continue marking until the team leader is satisfied that any issues have been resolved and their status has been changed to 'approved' on the system. This is likely to require the team leader to return responses to the marker to review and amend. This could apply to single or multiple responses, and could be the script in its entirety or a specific section or question where an issue has been identified.

If a marker's performance is clearly not meeting the national standard, the marker should be withdrawn from marking. Please see the MFI marker withdrawal section (Section 5) below.

Messages and exceptions

If a marker is having difficulty with a candidate response, they can refer it to their team leader via the RM Assessor messaging system. Team leaders can provide guidance as necessary or escalate the issue to the principal assessor or senior team leader. Issues can also be raised as the exception 'answer outside of guidance'.

Exceptions will be routed to SQA or an appointee depending on the nature of the exception. The examining team should be aware of these exceptions and can advise markers if required.

The RM Assessor messaging system can also be used to give assurance to markers who are consistently marking to the national standard.

Monitoring progress

The examining team is responsible for identifying markers who are not marking at an appropriate rate. They should contact the marker about this and remind them of the marking completion deadlines.

In addition, SQA staff will be monitoring marking progress and issuing updates to the principal assessor, as well as contacting individual markers who have not completed the expected volume of marking.

If there are any concerns about markers not completing their target allocation, or if the team leader is unable to get in touch with the marker, they should contact the External Assessment Helpdesk.

MFP only

Quality assurance

Where MFP is undertaken at home, it is not possible for the examining team to remotely monitor the quality of marking. Therefore, a marker check event takes place at the end of the marking period (see Section G).

Messages and exceptions

The examining team monitors marking progress and provides support to the marking teams. Markers can use the messaging system to ask for guidance on the application of the marking instructions. Any issues that cannot be resolved can be referred to the principal assessor using the PA referral exception.

Exceptions will be routed to SQA or an appointee depending on the nature of the exception. The examining team should be aware of these exceptions and can advise markers if required.

Monitoring progress

The examining team is responsible for identifying markers who are not marking at an appropriate rate. They should contact the marker about this and remind them of the marking completion deadlines.

In addition, SQA staff will be monitoring marking progress and issuing updates to the principal assessor, as well as contacting individual markers who have not completed the expected volume of marking.

If there are any concerns about markers not completing their target allocation, or if the team leader is unable to get in touch with the marker, they should contact the External Assessment Helpdesk.

5   Marker withdrawal

The quality assurance model is designed to provide ongoing support for markers throughout the marking period; it allows any deviations from the marking standard to be quickly identified and addressed.

However, a team leader may find that, despite having been provided with advice and support, the marker's marking continues to be outwith the national standard, and that continuing to provide the required level of support is not sustainable. This could be when the marker has completed all available qualification responses and has not been automatically approved, or at any point during live marking.

If the marker is not already automatically on hold, the team leader should put them on hold and contact the principal assessor (via RM Assessor if appropriate) to discuss the issues. If the principal assessor agrees that the marker should not be approved to continue to mark, they should agree on who will inform the marker of this decision **through RM Assessor**. 'Withdrawn marker' templates must be used; they can be found on SQA Academy. Following this, the examining team must notify the External Assessment Helpdesk.

6   End of marking period

At the end of the marking period, all markers (including senior team leaders and team leaders) must complete an electronic marker report. The Marking Support team will email the link to the online marker report to markers. Submitting a marker report is required to meet a marker's key performance measures. Appointee Management will be notified of any non-submissions.

For MFI, the examining team must also complete an MFI Marker Grading Form (Appendix 8) for each member of the marking team.

A Marker Performance Feedback MFI Form (Appendix 10) should also be completed for any markers graded as 'C'. Appointee Management will email these forms to the examining team around three to four days before the end of the marking period.

For MFP, markers are graded at the marker check event. Principal assessors and senior team members should use the intelligence they have collected during the marking period to inform the checking process, such as the level of support a marker has required during marking.

F   Central marking — traditional, MFI and MFP

1   Purpose

Central marking brings markers for a specific component together in one central location organised by SQA. Marking is under the supervision of the principal assessor and senior examining team, who will monitor the performance of each marker for application of the national standard and work rate. If there is any deviation from the national standard, the marker concerned will be advised immediately.

When a larger team is involved in central marking, a group of markers is allocated to a senior appointee, either by SQA staff or by the PA for traditionally marked components. Senior markers then monitor and support the work of their allocated teams throughout the marking event, in consultation with the qualifications manager/officer and principal assessor. Whether the event is large or small, quality assurance of marking is achieved through a teamwork approach where all markers are supported and monitored, and all issues are resolved as they arise.

Components that are centrally marked do not require a separate marker check or finalisation procedure. The next stage for components marked in this way is grade boundary setting at the awarding meeting.

Central marking events can be used for components that are traditionally marked, marked from image or marked from paper.

At central marking, the principal assessor is responsible for ensuring that all marking is completed to standard in the time available. The stages involved in central marking are as follows.

Before the event:

♦   photostats and preparation

At the central marking event:

♦   markers' meeting
♦   standardisation
♦   marking and continuous monitoring of standards
♦   case review (for example, PA correspondence or referrals; unscannable scripts for MFI, if available to be marked)

2   Materials

SQA will supply the following materials:

♦   Attendance Register — Form Ex 107 (Appendix 3)
♦   Central Marking Meeting Pack (traditional central marking only)

- Central Marking Attendance/Payment Register Form Ex 107(a)
- marking instructions
- any exemplified candidate material (if arranged in advance)
- Central Marking (Traditional and MFP): QA Sampling Record — Example (Appendix 6)
- red and green pens (not applicable for central marking MFI)
- traditional and central general marking instructions
- Central Marking — Marker Grading Form Example (Appendix 7)
- Marker Performance Feedback Forms (Appendices 10 and 11)
- MFP/MFI Central Marking Checklists
- Central Marking Throughput Example (MFP and Traditional only)
- National Qualifications Referral Form (Appendix 17)
- Script Re-allocation Form (MFP)

3 Process

3.1 Photostats and preparation

See Section B1: Photostat selection and Section B2: Preparation for markers' meeting.

3.2 Markers' meeting

At the beginning of the central marking event, the principal assessor and a member of the Qualifications Development team will hold a formal markers' meeting.

All team leaders and markers must attend this meeting. A marker who arrives after the meeting has started who can be adequately briefed (during a break or at the end of the meeting) may be allowed to mark. A late attendee who cannot be adequately briefed will not be permitted to mark, however valid the reason for arriving late. (Travel expenses, provided they are claimed in accordance with the appropriate terms and conditions, will still be met if the reason for late arrival is accepted as valid.)

For MFP and MFI central marking, markers should have completed the SQA Academy training before the markers' meeting.

The time allocated to the markers' meeting and the order of business will depend on the size of the team and its priorities and issues. The meeting should begin with introductions, 'thank you' to returning markers, and a 'welcome' to any new markers. The meeting must also cover:

- the timetable for the event and the roles and responsibilities of the principal assessor, team leaders and markers
- how, and with what frequency, the work of markers will be monitored during the event — the principal assessor should also highlight that the work of senior team leaders and team leaders will be monitored
- for MFP, the process for re-allocating scripts when required during the event
- standard SQA marking protocols, for example, markers not writing on scripts or marking scripts from their own centre (not applicable for MFI)
- a detailed discussion of the marking standard, including discussion of how the marking instructions should be applied to specific candidate responses — this

discussion may involve the use of exemplars, if these were selected at the photostat meeting

♦ finalising the marking instructions in discussion with markers, if these were not already finalised at the preparation meeting

♦ the use of each exception listed in the marking instructions. Exceptions for central MFI/MFP are raised on RM Assessor and must be raised before submitting the script. Markers must check with the PA or Qualifications Development staff before raising an exception. Raising these issues on RM Assessor will ensure that they are routed to the appropriate place

♦ word count exception — specific instructions will be provided by a member of the Qualifications Development team, if applicable

♦ page count exception — specific instructions will be provided by a member of the Qualifications Development team, if applicable

♦ guidance on how to deal with suspected malpractice or candidate welfare concerns for traditional marking is included in Traditional and Central Marking General Instructions

♦ illegible scripts — specific instructions will be provided at the start of the meeting as to how these scripts should be handled

The key points

Markers are always expected to act professionally during the central marking event and should note the following key points:

♦ All matters discussed during the central marking event are confidential and must not be discussed outside the meeting.

♦ The marking and/or allocation of marks to individual scripts or centres must not be discussed outside the context of marking.

♦ During the event, all markers must remember that everyone has a right to work in a quiet and relaxed environment — this is particularly important when staggered start and finish times are in operation, and at break times when noise and disruption to other individuals and/or groups should be minimised.

♦ All markers have the right to seek support from individual team leaders and/or the principal assessor, the examining team, and the SQA staff responsible for the overall running and operation of the central marking event.

♦ For MFP central, markers need to confirm receipt of packets on the system before they begin marking.

♦ Markers should ensure that, when marking on paper scripts, all totalling of marks is correct and that the total mark has been transferred to the 'total marks' grid on the front of the script as specified in the marking instructions. They should also take care to transcribe marks to the Attendance Register/Mark Sheet — Form Ex 6 accurately and return it correctly to its original packet. In most instances when SQA processes the marks, they are taken directly from the front of the script, so the total mark must be clearly highlighted in the appropriate place on the front of the script.

♦ Markers should ensure that marks entered on RM Assessor are for the correct candidate.

♦ Once a mark has been submitted in RM Assessor, its status will show as 'pending' for the duration of the event (unless exceptionally agreed with the Marking Support team before the event takes place) and can be amended at any time during this

grace period. Once this has expired, changes can only be made if a team leader returns the script to the marker via the 'request re-mark' option.

♦ For MFP central, when markers have finished marking, they should select 'returned' on RM Assessor.

3.3 Marking standardisation at the central marking event

Before team leaders check the work of their group of markers, their own work will be checked by the principal assessor or another team leader to ensure all members of the examining team are applying the same marking standard.

An initial check, or standardisation, of the work of each marker must take place after the markers' meeting. This check is to ensure that all markers have a sound understanding of the marking standard (taking account of the tolerance set for that particular component). In very small central marking teams, this will involve discussion between the principal assessor and the markers of the marks allocated to each script. In larger teams, markers will mark scripts as directed by the principal assessor; markers will be grouped and assigned a team leader who will carry out quality checks. These scripts will then be checked by the principal assessor or a team leader to confirm that each marker has a sound understanding of the marking standard. In some teams, these initial standardisation scripts will be copies of candidate scripts that have been pre-marked by team leaders.

If it is clear from this initial check that a marker has a sound understanding of the marking standard, they can go on to mark more scripts. Markers will work as a team to complete all marking, as directed by the principal assessor.

If a marker has not managed to mark the set number of scripts to standard, or there are recurring administrative errors, their team leader will discuss any issues and provide appropriate support. Once the team leader is sure that all issues have been resolved, the marker can go on to mark more scripts. However, the team leader should closely check the work of that marker again after they have resumed marking.

The principal assessor or team leader should initial and date all paper scripts checked, and the Central Marking (Traditional and MFP): QA Sampling Record should be completed (see the example in Appendix 6).

For MFI, the team leader or principal assessor should use RM Assessor to record that the marker's scripts have been checked. For further guidance, please refer to RM user guides.

3.4 Monitoring

Principal assessors are expected to sample the agreed level of live marking for each senior team leader and senior marker. The principal assessor and qualifications manager will agree on the sampling at the start of the marking period.

Once markers begin to work through scripts after standardisation, the principal assessor and senior markers must ensure that all markers continue to mark to standard and at an appropriate pace. To do this, they will periodically sample the work of each marker assigned to their groups. The frequency of sampling should be in line

with the decisions recorded in the Central Marking (Traditional, MFI and MFP): QA Sampling Strategy — example below:

Team ratio	Minimum sampling strategy	Script tolerance
1 : 6 — One team leader is responsible for six markers	1 : 10 — One in every 10 scripts will be checked	+/- 2 — A script tolerance of plus/minus two will be applied

The sampling for paper scripts should be recorded in the Central Marking (Traditional and MFP): QA Sampling Record (see the example in Appendix 6), which also allows team leaders to indicate that an arithmetical check has been carried out.

SQA's aim with regards to checking the accuracy and consistency of marking is to sample at least six scripts for each marker, for each component marked. In some situations this will not be practical or necessary, for example, for subjects where a marker has marked a very low number of scripts. In these circumstances, the approach to sampling should be discussed and agreed with a member of the Qualifications Development team.

Where areas of concern are found in the marking standard and/or the arithmetic, then closer monitoring of marking will be required. This is likely to result in increased sampling. However, supportive processes such as paired marking may also be useful in some situations. All traditional and MFP sampling must be recorded on the QA Sampling Record Form (see the example in Appendix 6).

Some examining teams may wish to sample the work of new markers, and those who needed support at the standardisation stage, more frequently than the work of markers who were identified as marking to standard. Other teams may wish to sample the work of all markers at the same frequency.

Whatever frequency is decided, the work of all markers must be sampled each day. This will ensure that the work of all markers has been quality assured appropriately. The marking of team leaders will be similarly monitored by the principal assessor or another team leader.

When sampling marking, if a team leader identifies that a marker is not marking to standard and/or at an inappropriate pace, they will discuss any issues and provide appropriate support. Once the team leader is sure that all issues have been resolved, the marker can go on to mark more scripts.

In the exceptional circumstance that a marker is consistently unable to mark to standard or within tolerance, and/or at an appropriate pace without constant support, the team leader should discuss the issues with the principal assessor. If the principal assessor believes that the marker should not continue to mark, this should be discussed and agreed with the qualifications manager. The qualifications manager and principal assessor should then discuss the most appropriate and discreet method of informing the marker that they are no longer required. In this case, the marker will receive expenses and payment for the sessions they have worked.

At large events, if a marker has serious doubt or difficulty in assigning a mark to a question, they should discuss this with their assigned team leader. If the team leader is unable to resolve the issue, they should discuss the matter with the principal assessor. At smaller events, markers should discuss the issues directly with the principal assessor. Please note that there is no need to submit any National Qualifications Referral Forms (Appendix 17) if the issue has been resolved at the marking event.

3.5   Marker reports

At the end of the marking process, each member of the marking team **must** complete and submit a marker report. Principal assessors should take a register of completion to ensure a marker report is completed by each marker (KPM 3).

MFI and MFP markers access these reports online. (A link will be sent to the marking team on the start date of central marking.) Traditional markers will complete a marker report available on the [marker information](#) section of SQA's website and submit it via email.

Marker reports provide relevant information and comment on the nature and quality of the candidate responses that have been marked. Markers should complete their reports as concisely and constructively as possible. They are one of the main sources of information used when determining grade boundaries.

3.6   Suspected malpractice

If you identify any potential malpractice while reviewing candidate scripts, please complete the National Qualifications Referral Form (Appendix 17) for traditional marking, or raise a malpractice exception on RM Assessor for MFI and MFP.

Malpractice is any action or behaviour (either intentional or due to neglect) that goes against SQA policies and:

♦ compromises, attempts to compromise, or may compromise, the process of assessment, the integrity of any SQA qualification, or the validity of a result or certificate; and/or
♦ damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA

If you suspect malpractice, we recommend that you consult your team leader, senior team leader, principal assessor or qualifications manager/officer before making a referral or raising an exception. They can help you verify your concerns. If you are still unsure, submit the referral or exception as usual.

You may wish to consult the document [Malpractice: Information for Centres](#). This document provides clear and detailed guidance on how SQA handles potential candidate or centre malpractice.

For paper-based marking method (traditional), when completing the referral form, please indicate the candidates concerned using their SCNs. This form should be included in the packet, which should be marked 'Special Attention (M)'.

For MFI or MFP marking, please use SCNs and Response IDs where available.

It is important that you provide as much relevant information as possible about your observations and concerns.

All scripts should be marked as normal with no penalties applied at this stage. Malpractice referrals and exceptions should be raised as soon as possible, to allow sufficient time for a thorough investigation ahead of certification.

3.7 Candidate welfare concern

If you encounter any candidate welfare concern, call SQA's Child and Adult Protection Officer on 0345 213 6587 (outside office hours you should email welfare@sqa.org.uk). Please provide your name, contact telephone number, and name of centre.

3.8 Recording attendance

The principal assessor must ensure that the Central Marking Attendance/Payment Register Form Ex 107(a) is completed on MS Teams with all the relevant information. To ensure the accurate and timely payment of markers' fees, the principal assessor must accurately record the number of hours completed by each marker.

3.9 Case review at central marking

As the principal assessor and team leaders will monitor and support the work of markers throughout the central marking event, issues will be addressed as they arise, and there will be no need for principal assessor referrals or a marker check procedure after the event. However, the following types of cases may need to be reviewed by the principal assessor (and additional team leaders) after the event:

♦ assessment arrangement referrals
♦ principal assessor correspondence or unscannable and atypical scripts for MFI

3.10 Assessment Performance Form

After the central marking event, principal assessors should complete the relevant Assessment Performance Form, which is accessed electronically via SQA Info Centre on SharePoint. The form should be submitted as soon as possible, and at least two days before the awarding meeting. Further instructions on how to complete and submit this form will be issued to the principal assessor before the central marking event.

3.11 Finalising the marking instructions

Before the end of the central marking, principal assessors should ensure that any amendments made to marking instructions are saved on MS Teams.

Any other working copies of marking instructions must be destroyed or deleted.

3.12 Re-allocations (MFP components)

Packets of scripts are allocated to markers and there may be occasions when scripts need to be re-allocated to another marker. Use the form provided on MS Teams to re-allocate packets during the event. This needs to be done before marks can be entered

on the software, but the actual marking of the candidate responses can continue during the re-allocation process.

3.13 Central marking — unmarked scripts

All scripts should be marked during the central marking event, and progress should be closely monitored by senior appointees, Events Delivery and Qualifications Development staff to ensure the marking is completed on time during this event. It is important that marks are entered on RM Assessor during the marking process; this allows for the progress to be monitored as accurately as possible.

The qualifications manager should escalate any concerns about the marking progress at an event as soon as possible, to allow contingency discussions to take place with relevant SQA staff and ensure a Request for Unmarked Packets to be Marked at Home form is completed. Options such as event extensions or additional markers might need to be considered. If contingency measures are required, then SQA staff will be able to advise on the process in these circumstances.

3.14 Grading of markers

During the central marking event, the principal assessor needs to indicate a provisional grade for each marker. See Section H: Grading of markers for further information.

4 Principal assessor checklist

When all scripts have been marked, the principal assessor should ensure all the following stages have been completed.

♦ Have you completed all the case reviews, if required?
♦ Have you completed the Central Marking Attendance/Payment Register Form Ex 107(a) on MS Teams?
♦ Have marking instructions been finalised and saved in MS Teams??
♦ Have you completed the Central Marking (Traditional and MFP): QA Sampling Record — Example (Appendix 6)?
♦ Have all markers completed a marker report?
♦ Have you completed the marker grading and emailed the form to kpm@sqa.org.uk (see Section H)?
♦ Have you completed the relevant Awarding Procedure Form and uploaded it to SQA Info Centre on SharePoint?
♦ Have all materials been returned to the tubs they were provided in?

5 End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team has no further work to undertake, that all queries have been resolved and the end-of-event checklist is complete.

Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

6 MFI Central Checklist

Task	Item	Confirmed by PA
Prep		
Image zones	Confirm 'No Change' or advise amendments to the zone for each question/item on a copy of the QP and pass it to the Events staff. Only applies to Structured QPs	
MIs	The MIs have been reviewed and finalised	
	The MIs include instructions to markers on the use of annotations and other e-marking points	
	The finalised MIs have been saved in MS Teams and Events staff informed	
Team hierarchy	Each STL/TL's marking group has been set to ensure a fair and appropriate allocation. Exceptional adjustments to the team hierarchy have been requested on the Exceptional Hierarchy Realignment Request form and saved in MS Teams and Events staff informed	
MFI Central Event		
Monitor standards	Complete the QA Sampling Strategy Form to indicate team ratio, minimum script sampling and script tolerance	
Marking (to be confirmed before markers leave CM event)	Markers have marked and submitted all scripts up to their expected marking target	
Marking atypical scripts (to be confirmed before markers leave CM event)	Any exceptions have been resolved, marked and submitted by markers	
	Any atypical scripts have been marked and submitted	
Marker grades	Assign and record marker grades	
Marker reports	Remind markers to complete marker reports	
Recording attendance — payment	Complete and sign form EX107(a) Central E-marking Attendance Register and save in MS Teams and inform Events staff	

7   MFP Central Checklist

Task	Item	Confirmed by PA
Prep		
MIs	The MIs have been reviewed and finalised	
	The finalised MIs have been saved in MS Teams and Events staff informed	
Team hierarchy	Confirm STL requirements and inform Events staff	
Central MFP Event		
Monitor standards	Complete the QA Sampling Strategy Form and the QA Sampling Record Form	
Reallocations	Have all scripts been reallocated to the appropriate markers?	
Marking (to be confirmed before markers leave CM event)	Markers have marked and submitted all scripts allocated to them on RM Assessor	
Marking Referrals (to be confirmed before markers leave CM event)	All referrals, exceptions have been resolved, marked and submitted	
Marker grades	Assign and record marker grades and inform Events staff	
Marker reports	Remind markers to complete marker reports	
Recording attendance — payment	Complete and sign form EX107(a) Central E-marking Attendance Register and save in MS Teams and inform Events staff	
Return of scripts and other materials	Have all materials been returned to the tubs they were provided in?	

G   Marker check

This procedure only applies to traditional and MFP marked components.

1   Purpose

The purpose of the marker check procedure is to make sure each marker's work is accurate and consistent by checking a sample of their work. It is expected that most markers will produce acceptable marking. In the exceptional event that unacceptable marking is identified, approval may be given for a marker's whole allocation to be re-marked.

Each marker is given a provisional grading at this procedure. The principal assessor and Qualification Development staff will review the grading at the awarding meeting and any subsequent procedures.

The examining team should also deal with marked scripts that makers have referred to the principal assessor and that have queries during marker check.

Based on this check, scripts will be prioritised for review at a later stage before marks are finalised (see Section K: Finalisation).

2   Materials

SQA will supply the following materials:

♦ sample of scripts from each marker
♦ Marker Grading Form (Traditional and MFP) (Appendix 9)
♦ markers' gradings from the previous examination diet (new markers also highlighted)
♦ Request for Additional Packets Form
♦ Script Replacement Insert
♦ Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11); to be completed for 'C' graded markers
♦ re-mark/arithmetic check request form (Appendix 13)
♦ Re-mark at Home Request Form (Appendix14)
♦ Attendance Register — Form Ex 107 (Appendix 3) on MS Teams
♦ any scripts that have been referred to the principal assessor during marking
♦ a supply of green pens
♦ any unmarked scripts, which may need to be marked during this procedure
♦ Awarding Procedure Form (accessed via SQA Info Centre on SharePoint)
♦ National Qualifications Referral Form (Appendix 17)
♦ re-allocation paperwork or forms (for unmarked scripts)
♦ marking instructions (one copy per attendee)

3   Process

Before this procedure begins, the PA and qualifications manager should have agreed the initial sample size. In most cases, this is six scripts per marker. For subjects with low throughput rates, the agreed initial sample size could be reduced. A member of the Qualifications Development team will carry out a briefing before the start of the event.

3.1   Review of examining team scripts

Before checking the work of the markers, the examining team should ensure that each member of the team has applied the same standard and criteria to their own allocation of scripts.

In confirming their own work, the examining team should agree (with a member of the Qualifications Development team) the tolerance to be applied in the examination or component concerned.

The examining team should recognise that a script marked by two different, but reliable, markers might be given slightly different marks. For all subjects, factors to be considered in determining this tolerance include the total range of marks available and the degree of subjectivity allowed in the marking instructions.

Once agreement has been reached, the tolerance applied must be recorded on the front page of the Marker Grading Form (Traditional and MFP) (Appendix 9).

After this, the team should continue to check the work of the markers, starting with new markers, and then reviewing markers who were graded as 'B' in the previous year.

3.2   Review of marker scripts

The following steps should be carried out for each marker by the examining team:

♦ Check one script from each packet, where possible. The scripts in the sample should represent the range of marks as specified by the principal assessor — typically, a good spread of marks that contains some marks from the mid-range.
♦ In green pen, initial and date each flyleaf or script that is sampled. Nothing else should be written on the candidate's script.
♦ Check that all marks have been allocated to all parts of the script and check for arithmetic errors (see Section 3.7: Arithmetical and clerical errors).
♦ Take a note of any differences between the marks given by the marker and the marks that you, as a team leader, would give. No allowance should be made for the agreed tolerance at this stage. Do not make any amendments on the script on the basis of these differences.
♦ In the blank row underneath the marker's name on the Marker Grading Form (Traditional and MFP) (Appendix 9), record the difference between your mark for each script and the mark recorded by the marker in the format shown in the following examples:

— L2: the marker is deemed to be 2 marks lenient
— S1: the marker is deemed to be 1 mark severe

♦ You should also separately record the discrepancies of each script. This is necessary as the total mark given by a marker for a script may be consistent with your own, but only because there are a number of self-cancelling errors.

After all markers have been reviewed, the PA, supported by a member of the Qualifications Development team, will record the variance (factor) for all markers (see Section 3.8: Recording variance for unacceptable markers). Markers are then given a provisional grading (see Section H: Grading of markers).

3.3   Confirming acceptable marking

If the marking on each of the marker's scripts in the initial sample is confirmed to be within the agreed tolerance, and the marker appears to be 'secure' in their marking (that is, marking to national standard), they should be considered as an acceptable marker and the box under the heading 'acceptable' should be ticked on the Marker Grading Form (Traditional and MFP) (Appendix 9). The PA should then enter their initials in the 'check complete' box. They should not check any other scripts from that marker.

3.4   Further scrutiny of scripts

It is recommended that more scripts are scrutinised if there are unacceptable deviations from the agreed standard in the initial scripts sampled. This would happen, for example:

♦ where a marker has not managed to mark within the agreed tolerance on one or more of the scripts in the initial sample
♦ if the maximum tolerance has been reached on all occasions
♦ where a marker has stayed within tolerance but has had a number of self-cancelling errors across the scripts

If scrutiny of these additional scripts removes previous doubt about their marking, record the marker as 'acceptable'. If the fault persists, scrutinise more scripts. If significant deviation is confirmed after scrutiny of 12 scripts, initial the 'check complete' box of the Marker Grading Form (Traditional and MFP) (Appendix 9) for that marker and refer the matter to the principal assessor. In this case, do not tick the marker as 'acceptable'.

3.5   Additional script request

It is not always possible to review the range of scripts necessary from the initial packets supplied to the marker check event. If any additional packets of scripts are required, team leaders should complete a Request for Additional Packets Form. Additional scripts may be required if:

♦ the packets provided do not represent a good spread of marks and/or do not contain marks from the mid-range
♦ the sample reviewed has shown a pattern of marking (lenient, severe or inconsistent) that needs to be investigated further
♦ marking that is not to national standard has been identified, but no pattern in the marking can be established
♦ a re-mark is being considered, but to ensure this is necessary, an additional sample of scripts is required

3.6 Re-marking scripts

If you find that a marker's error range is so extreme that the finalisation procedure will not adequately cater for the candidates concerned, arrangements can be made for the marker's entire allocation of scripts to be re-marked. This may involve re-marking the entire script, or targeting specific questions or sections.

Before re-marking can start, the matter should be discussed in detail with a member of the Qualifications Development team. Once the decision to re-mark has been agreed, a re-mark/arithmetic check request form (Appendix 13) should be completed, giving details of the nature of the problem and indicating when and how the re-marking is to be done. The completed form should also state whether the re-marking is a full or partial re-mark of the scripts. The completed form, signed by the principal assessor and countersigned by a member of the Qualifications Development team, should then be passed to Events Delivery staff.

Where possible, all re-marking should be completed during the marker check process.

Where this is not possible, alternative arrangements must be discussed with a member of the Qualifications Development team for approval by Script Management, who will sign off the request. This information will then be communicated to the Certification Planning Group, to mitigate any impact on awarding procedures. The Events Delivery team must be informed of the agreed arrangements. A separate Re-mark at Home Request Form (Appendix 14) will be provided for this, where an agreed date for the return of scripts must be noted.

Re-marking of scripts should be completed in green pen. Revised marks for each question should be noted in the grid on the back of the script and flyleaf (if present); the front of each script and flyleaf should be dated and initialled alongside the revised total mark. If the original total mark is correct, 'STET' (which means let it stand) should be noted beside it.

When a re-mark has been carried out, the Marker Grading Form (Traditional and MFP) (Appendix 9) should have the word 're-mark' clearly written against the appropriate marker's details, and the heading 'acceptable' should be ticked on the Marker Grading Form (Traditional and MFP) (Appendix 9) with no variance recorded. (This ensures that no scripts from this marker are selected for finalisation.) The principal assessor should record the grading as 'C' (see Section H: Grading of markers). 'Re-mark' should be noted on the front of each packet, just above the barcode label.

3.7 Arithmetical and clerical errors

When checking the marking standard of each marker, you should also check that:

♦ there are no arithmetical errors in the addition of marks
♦ marks have been given for all parts of each question

If either of these issues are identified, correct these errors. Amend the question or item mark on the marking grid (in green pen) to make the change visible. If this script is reviewed again at future procedures (for example, finalisation), then amend the total mark (where applicable). Write 'error' alongside the original mark, then score out and

replace the original mark with the correct mark and initial the change. You must also complete the grid at the top of the script and fill in a Script Replacement Insert.

Remove the script with the error from the packet and replace with a completed Script Replacement Insert. At the conclusion of the event, all packets and scripts with errors (still out of packet) should be returned to the Events Delivery team.

The information for the Script Replacement Insert should be taken from the candidate's script. The information to be entered into the grid at the top of the candidate's script should be taken from either the Attendance Register — Form Ex6 or the barcode label on the packet.

Centre no.	Course code	Level	Paper no.	Group no.	Marker code
5320016	X856	76	1	1	61300

Note: If a marker has made a significant number of arithmetical errors in the scripts scrutinised, arrangements can be made for an arithmetical check to be carried out on the marker's entire allocation of scripts. In this instance, you should discuss the matter with the principal assessor and Qualifications Development team member.

3.8   Recording variance for unacceptable markers

This is carried out by the principal assessor and a member of the Qualifications Development team.

When all the deviations have been recorded on the Marker Grading Form (Traditional and MFP) (Appendix 9), the principal assessor, with the advice of a member of the Qualifications Development team, will determine a variance for each unacceptable marker, taking account of the tolerance as shown in the following diagram.
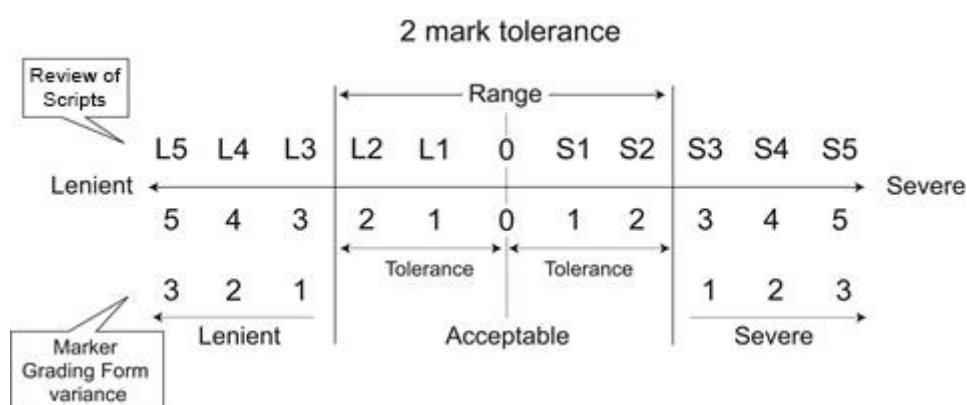
This variance is indicated by a number under the appropriate heading 'severe', 'lenient' or 'inconsistent' on the Marker Grading Form. For example, if a tolerance of plus or minus two marks is identified and a marker is tending to be three marks severe, then the marker's severity (variance) should be recorded as '1' in the 'severe' column. For inconsistent markers, the entry on the Marker Grading Form should indicate the extent of the marker's severity or leniency, again taking account of the agreed tolerance. This information will identify and prioritise cases for attention at finalisation.

The principal assessor must then initial the 'check complete' box of the Marker Grading Form for that marker and assign a marker grade. The principal assessor and member of the Qualifications Development team will review marker grades at a later procedure.

3.9 Grading of markers

This is carried out by the principal assessor and a member of the Qualifications Development team.

During the marker check procedures, the principal assessor needs to indicate a provisional grading for each marker. This should be entered under the heading 'marker grade' on the Marker Grading Form (Traditional and MFP) (Appendix 9). See the next section for further information on marker grading (Section H: Grading of markers).

'A' marker
♦ should not show any variance or inconsistent marks
♦ should be ticked as acceptable
♦ should be ticked as complete

'B' marker
♦ should show either severe, lenient or inconsistent variance
♦ should not be ticked as acceptable
♦ should be ticked as complete
♦ cannot be noted as re-mark

'C' marker
♦ if a re-mark:

— should not show any severe, lenient or inconsistent variance
— should be ticked as acceptable
— should be ticked as complete

♦ if a partial re-mark:

— should show either severe, lenient or inconsistent variance
— should be ticked as acceptable
— should be ticked as complete

♦ if not a re-mark:

— should show either severe, lenient or inconsistent variance
— should not be ticked as acceptable
— should be ticked as complete

4 Referrals

Scripts containing queries from markers that have been referred to the principal assessor should be considered by the examining team during marker check. Team leaders need only consider the specific question or issue highlighted by the marker. (Any aspect of severe or lenient marking will be addressed at finalisation.) Confirmation of the mark should be indicated beside the total mark on the front of the script, as either 'STET' (the original total mark given by the marker is correct) or 'Error' (there has been an amendment to the original total mark). The appropriate section of the National Qualifications Referral Form (Appendix 17) should be completed to record the action taken. All scripts should be initialled and dated.

Word count exception referrals

The principal assessor will be briefed by a member of Qualifications Development team.

For each candidate, the PA will be provided with:

♦ the candidate script
♦ the coursework word count spreadsheet for that component enclosed in an envelope

The PA should then:

♦ review the script to ensure that the mark initially awarded is appropriate
♦ review word count
♦ decide on a final mark (applying a penalty if appropriate)
♦ document the final mark on word count spreadsheet

5 Unmarked scripts

SQA endeavours to allocate all scripts during the marking period; however, there may be instances when team leaders may need to mark any unmarked scripts returned to SQA after the script return date. These should be marked before the end of this procedure. Script Management will, wherever possible, advise the PA and Qualifications Development team ahead of the event if there are any unmarked packets likely to go to the event.

If any unmarked scripts cannot be marked during the procedure, they can be returned and SQA staff will try and allocate them before the next procedure. If SQA is unable to allocate them, they will be made available at the next procedure. Alternatively, if any member of the team wishes to take them to mark at home, please ensure a Request for Unmarked Packets to be Marked at Home form is completed.

6 Principal assessor checklist

- ♦ Have all unmarked scripts presented at this procedure been marked?
- ♦ Have any PA referral and exceptions scripts been actioned, and have you completed the appropriate forms?
- ♦ Have you completed the Attendance Register — Form Ex 107 (Appendix 3) on MS Teams?
- ♦ Have you completed all the Marker Grading Forms correctly and given each marker a grading?
- ♦ Has each page been signed by you and a member of the Qualifications Development team?
- ♦ Have you completed a Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11) for all markers graded 'C'?
- ♦ For any marker graded C, have you informed the subject qualifications manager?
- ♦ Have you identified members of the examining team to whom scripts should be sent if further queries arise?
- ♦ Before leaving, have you contacted Events Delivery staff to check that the team has no further work to undertake, that all queries have been resolved, and to arrange for the collection of the scripts and Marker Grading Form (Traditional and MFP) (Appendix 9)?
- ♦ Have all materials been returned to the tubs they were provided in?

7 End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team has no further work to undertake and that all queries have been resolved. The principal assessor also needs to arrange for the collection of the scripts and the Marker Grading Forms. (These forms have to be signed by the principal assessor and a member of the Qualifications Development team.) The principal assessor should also identify members of the examining team to whom scripts should be sent if any further queries arise.

Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

H   Grading of markers

This section applies to all marking types.

After each marker (including all members of the examining team) has completed their duties outlined in the marker role information, they will be graded against the following key performance measures (KPMs) and informed of the outcome of their performance in that year.

Feedback is provided to both markers graded 'B' and 'C' as part of the KPM process, so it is important that we have full information on their performance.

Key performance measures (KPMs) for markers

♦ KPM 1 — mark agreed allocation in line with detailed marking instructions
♦ KPM 2 — submit marks, return marked materials where appropriate and complete administrative tasks by specified dates and in accordance with SQA policy and instructions
♦ KPM 3 — submit a detailed marker report on completion of marking allocation, providing feedback on examination performance
♦ KPM 4 — demonstrate the required behaviours outlined in the Terms and Conditions of Appointment which support SQA's values (see Appendix 2)

Process for grading marker performance in MFP and traditional marking

Grading is carried out by the principal assessor, supported by a member of the Qualifications Development team during the marker check procedure.

Each marker will be assessed and their marking standard rated in one of the four categories: 'acceptable', 'severe', 'lenient' or 'inconsistent'. The principal assessor will then provide a grade for each marker based on their marking standard. These grades should be recorded on the Marker Grading Form (Traditional and MFP) (Appendix 9). For markers graded 'B' or 'C', details of where their marking has been severe and/or lenient should be noted under their name. For markers graded 'C', the Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11) must be completed.

Marker grades can be reviewed at subsequent procedures.

Process for grading marker performance for traditional central, MFI central and MFP central marking

Grading is carried out by the examining team and a member of the Qualifications Development team during the central marking event.

Each marker's performance is assessed and a grade is recorded on the Central Marking — Marker Grading Form (see Appendix 7 for an example). Forms will be emailed to principal assessors before the central marking event. The Central Marking (Traditional and MFP): QA Sampling Record (see example in Appendix 6) should be used to inform marker grading.

For any markers graded 'B' and 'C', examples of where they did not meet their KPMs must be provided in the 'KPM comments' column. For markers graded 'C', the Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11) also needs to be completed. Email forms to kpm@sqa.org.uk no later than **three working days** after the marking period ends.

Process for assessing marker performance for MFI

Grading is carried out when marking is complete.

The assessment will be carried out by the marker's team leader within the marking team hierarchy who provides support and samples their marking. This is usually a team leader, but principal assessors, depute principal assessors and senior team leaders may also supervise markers. Each marker will be allocated an overall grade using the criteria below. These grades should be recorded on an MFI Marker Grading Form (Appendix 8). These forms are emailed to the principal assessor, senior team leader and team leader around three to four days before the end of the marking period.

For any markers graded 'B' or 'C', the 'KPM comment' field must be filled in to indicate clearly why the marking did not meet the required standard. This is especially important for markers graded 'B', as the information provided will enable them to focus on the areas of their marking that require improvement for the following year.

For markers graded 'C', the Marker Performance Feedback MFI Form (Appendix 10) also needs to be completed. SQA will email the form to the PA three to four days before the end of the marking period. A copy of this form will be issued to markers graded 'C' along with their KPM letter.

Team leaders must advise their PAs of any markers who failed to meet their KPMs before submitting the Marker Grading Form and Performance Feedback Form.

PAs should review and discuss all marker gradings and feedback with the qualifications manager at the end of the marking period.

All Marker Grading Forms and Marker Performance Feedback Forms (for markers graded 'C') should be emailed to kpm@sqa.org.uk within **three working days** of the completion of marking.

KPM criteria for grading markers

'A' marker
Work is entirely acceptable because of the following:

1. Consistent, careful and accurate application of marking instructions; where appropriate, judgements are made in line with standards exemplified. Minimal level of support required.
2. Accurate administration of the marking process: application of marks per question or section and, where applicable, addition of script totals and transfer of marks into the e-marking software.
3. Marker report providing feedback on examination performance completed by required deadline.

4. Demonstration of the behaviours and values outlined in Appendix 2.

'B' marker

Work is generally acceptable, although there is evidence of the following:

1. Misinterpretation or failure to apply certain aspects of detail in the marking instructions leading to judgements being severe or lenient in relation to standards exemplified. Support required but issues readily addressed.
   and/or
2. Administrative errors in relation to the application of marks per question or section, and/or, where applicable, addition of script totals or transfer of marks into the e-marking software.
   and/or
3. Marker report was received after required deadline or feedback provided on examination performance was not to required standard.
   and/or
4. Demonstration of only some of the behaviours and values outlined in Appendix 2.

'C' marker

Work is unacceptable because of the following:

1. Inappropriate application of the marking instructions and/or deviation from the standards exemplified and agreed, resulting in marking being significantly lenient/severe/inconsistent. Frequent support required to complete marking.
   and/or
2. Significant number of errors in relation to the application of marks per question or section and/or, where applicable, addition of script totals, transposition errors when inputting marks into the e-marking software and late return of scripts which will require significant additional work to rectify.
   and/or
3. Marker report not received.
   and/or
4. Did not demonstrate the behaviours and values outlined in Appendix 2.

Completing the markers' grading process

Principal assessors must ensure that the following actions are completed:

♦ All marker gradings are recorded on the appropriate forms.
♦ MFI only — MFI Marker Grading Form (Appendix 8) is completed for all markers. A marker grade must be entered for all markers and a KPM comment provided for any markers graded 'B' or 'C'.
♦ MFP and Traditional Marking — Marker Grading Form (Traditional and MFP) (Appendix 9) is completed for all markers.
♦ Central Marking — Marker Grading Form (see Appendix 7 for an example) is completed for all markers with full information provided for markers graded 'B' or 'C'.

Marker Performance Feedback Forms must be completed for all markers graded
'C' (either Appendix 10: Marker Performance Feedback MFI Form or Appendix 11: Marker Performance Feedback Form Trad, MFP, CMK).

I Assessing the performance of senior team leaders and team leaders

On completion of marking, senior team leaders and team leaders should be assessed against the KPMs below.

Performance Feedback Forms **only** need to be completed and returned to Appointee Management for those who partially met or did not meet their KPMs. Team leaders and senior team leaders who fall into this category will be informed and will receive a copy of the appropriate Senior Team Leader/Team Leader/Senior Marker Performance Feedback Form (Appendix 12).

Depending on the marking team hierarchy, the principal assessor will carry out the assessment of senior team leaders, and the senior team leader will carry out the assessment of team leaders. If there are no senior team leaders, the principal assessor will carry out the assessment of team leaders.

When assessing the overall performance of senior team leaders and team leaders, the criteria below should be used.

Key performance measures — senior team leaders

♦ KPM 1 — quality assure all materials for post-examination procedures in accordance with SQA policy and instructions by specified dates
♦ KPM 2 — monitor, manage and provide support to team leaders throughout the marking period
♦ KPM 3 — fulfil the KPMs of the marker role
♦ KPM 4 — demonstrate behaviours outlined in Code of Conduct in the Terms and Conditions of Appointment that support SQA's values (see Appendix 2)
♦ KPM 5 — report on team leaders' key performance measures for all tasks by specified dates

Key performance measures — team leaders

♦ KPM 1 — quality assure all materials for post-examination procedures in accordance with SQA policy and instructions by specified dates
♦ KPM 2 — monitor, manage and provide support to markers throughout the marking period
♦ KPM 3 — fulfil the KPMs of the marker role
♦ KPM 4 — demonstrate behaviours outlined in Code of Conduct in the Terms and Conditions of Appointment that support SQA's values (see Appendix 2)
♦ KPM 5 — report on markers' key performance measures for all tasks by specified dates

Criteria for assessing senior team leaders and team leaders

'Fully meets key performance measures'

Work is entirely acceptable because of the following:

1. Consistently, carefully and accurately quality assure all materials for post-examination procedures in accordance with SQA policy and instructions by specified dates.
2. Demonstrate effective monitoring, managing and provision of support to team leaders or markers.
3. Fulfil the KPMs of the marker role by achieving the following:

    A. Consistent, careful and accurate application of marking instructions; where appropriate, judgements are made in line with standards exemplified. Minimal level of support required.
    B. Accurate administration of the marking process, application of marks per question or section and, where applicable, addition of script totals and transfer of marks into the e-marking software.
    C. Marker report providing feedback on examination performance completed by required deadline.

4. Demonstration of the behaviours and values outlined in Appendix 2.
5. Report on team leaders' or markers' KPMs for all tasks completed by specified dates.

'Partially meets key performance measures'

Work is generally acceptable, although there is evidence of the following:

1. Minor issues with quality assurance of all materials for post-examination procedures in accordance with SQA policy and instructions by specified dates.
2. Minor issues when monitoring, managing and providing support to team leaders or markers.
3. Marking performance is generally acceptable, although there is evidence of the following:

    A. Some misinterpretation or failure to apply certain aspects of detail in the marking instructions leading to judgements being severe or lenient in relation to standards exemplified. Support required but issues readily addressed.
    and/or
    B. Administrative errors in relation to the application of marks per question or section, and/or, where applicable, addition of script totals or transfer of marks into the e-marking software.
    and/or
    C. Marker report was received after required deadline or feedback provided on examination performance was not to required standard.

4. Demonstration of only some of the behaviours and values outlined in Appendix 2.

5. Minor issues with report on team leaders' or markers' KPMs for all tasks, or report not completed by specified dates.

'Did not meet key performance measures'

Work is unacceptable because of the following:

1. Significant issues with quality assurance of all materials for post-examination procedures, for example, not in accordance with SQA policy and instructions or not completed by specified dates.
2. Significant issues when monitoring, managing and providing of support to team leaders or markers.
3. Marking performance is unacceptable because of the following:

   A. Inappropriate application of the marking instructions and/or deviation from the standards exemplified and agreed resulting in marking being significantly lenient/severe/inconsistent. Frequent support required to complete marking. and/or
   B. Significant number of errors in relation to the application of marks per question or section, and/or, where applicable, addition of script totals, transposition errors when inputting marks into the e-marking software and late return of scripts that will require significant additional work to rectify.
   C. Marker report not received.

4. Failure to demonstrate the behaviours and values outlined in Appendix 2.
5. Significant issues with report on team leaders', or markers', KPMs for all tasks or report not completed.

A Senior Team Leader/Team Leader/Senior Marker Performance Feedback Form (Appendix 12) must be completed and emailed to kpm@sqa.org.uk if there is concern over the performance of a senior team leader, team leader or senior marker. In the first instance, the principal assessor should discuss their concerns about the performance of the appointees concerned with the qualifications manager, who will contact Appointee Management and arrange for a form to be issued to the principal assessor for completion.

J Awarding procedures

1 Purpose

SQA has a responsibility to individual learners, and to the wider community, to ensure that the standard of our qualifications is maintained.

The key aims in determining grade boundaries are to recognise attainment across grade descriptions for a course, and to maintain comparability in external assessments. Producing an assessment to a specified level of demand is not an easy process. To set and maintain the standard of our qualifications, the marks required to achieve particular grades have to be reviewed and adjusted where required annually. This way we can ensure that a learner is rewarded appropriately, in the same way as a learner working to the same standard in previous years.

One of the most important ways in which SQA maintains standards is through the awarding meetings that take place after each examination. Grade boundaries are determined at these meetings.

2 Materials

SQA will supply the following materials:

♦ completed Assessment Performance Form (APF) — External Assessment
♦ completed Assessment Performance Form (APF) — Internal Assessment (if principal verifier attending)
♦ Statement of Intent Form
♦ Statistical Information Pack
♦ item analysis (selected subjects)
♦ Marker Grading Forms (if applicable) (Appendices 2, 7 and 12)
♦ Marker Performance Feedback Form (if applicable) (Appendices 8 and 11)
♦ Attendance Register — Form Ex 107 (Appendix 3)

3 Process

Awarding procedures for all National Courses involve setting appropriate grade boundaries that reflect the demand of the assessment. The assessment, whether question paper or coursework, will be set with an intended level of demand that reflects attainment across the course grade descriptions and the relevant SCQF level.

The intended level of demand and the approach to differentiation are captured by the principal assessor (and/or verifier) in the Statement of Intent. This document is completed when assessment materials (such as question papers, marking instructions) are reviewed and signed off once assessments have been approved. Blank Statement of Intent forms and guidance on completion will be available on the NQ Assessment Materials SharePoint site. Principal assessors will receive an email from Qualifications Development with instructions on how to access and complete the Statement of Intent and the deadline of completion.

If, for any reason, the assessment does not function as intended, the grade boundaries will be adjusted to reflect this. A variety of information from different sources is used to help indicate whether the assessment has functioned as intended. The principal assessor will weigh up the range of information and use their professional judgement to recommend if an adjustment is required. Their recommendation will be discussed by the awarding panel and a decision will be reached based on detailed consideration of the available evidence.

3.1 Preparing for the awarding meeting

Before the awarding meeting, the principal assessor and the qualifications manager will gather evidence and consider issues that may affect the setting of the grade boundaries.

The first stage of gathering evidence takes place during the marking process following the assessment. The principal assessor will have personal experience of marking and scrutiny of scripts and will receive the marker reports that detail the markers' opinions on the assessment and on the candidates' performance. The information gathered throughout these procedures is recorded on the Assessment Performance Forms (APF), which are accessed electronically via SQA Info Centre on SharePoint. This is an important input to awarding and should be completed thoroughly.

The principal assessor, in discussion with examining team members and the qualifications manager, should complete this form at the end of the marking period, marker check or central marking. They should then submit it to PA News in SQA Info Centre at least two days before the awarding meeting. Data packs will not be supplied until this is uploaded.

The range of qualitative information that the principal assessor and qualifications manager should take into consideration when completing the form relates to:

♦ The setting of the examination paper — was there any change in the team involved in setting the paper, or has there been a change in course structure, components, the length of the examination, or the maximum marks in the examination? Published modifications to course assessment and any observed impact from markers should be considered here.
♦ Assessment — did questions perform as planned and what was the feedback from markers and team leaders?
♦ The marking of the assessment — has there been a change to how marking was carried out compared to the previous year (for instance, a move to central marking or e-marking) or were there any changes in relation to partial credit for incomplete answers?
♦ For courses with internally-assessed course components, the principal verifier should also gather information, gained from verification activities, such as standards-related issues and the performance of any internally-assessed course components, and record it on the Assessment Performance Form — Internal Assessment. This form should be submitted to PA News in SQA Info Centre at least **two days before** the awarding meeting.

The principal assessor and qualifications manager should review all the evidence that will contribute to awarding. They will also brief the chair prior to each awarding meeting, going into some of the detail, where necessary. They should do this using the following materials, which will be made available on the day of the awarding meeting:

♦ the completed Assessment Performance Form — External Assessment — qualitative information collected from the principal assessor (National 5, Higher and Advanced Higher)
♦ the completed Assessment Performance Form — Internal Assessment — qualitative information collected from the principal verifier regarding the internally-assessed course components
♦ the Statistical Information Pack — quantitative information including candidate population, information on centres, and centre or teacher estimates
♦ item analysis (selected subjects) — candidate performance information at question level

Further guidance on grade boundary setting and the awarding meeting process can be found on [SQA Academy](#).

3.2   The awarding meeting

The purpose of the awarding meeting is to determine the grade boundaries for the assessment.

Each awarding meeting is attended by:

♦ SQA's chief executive or a senior member of SQA staff (chair)
♦ an adviser to the chair (normally a head of service from the Qualifications Directorate)
♦ a statistician
♦ the principal assessor
♦ the principal verifier (selected subjects)
♦ the qualifications manager and officer

Observers from SQA, the Scottish Government and/or other stakeholders may also be present; such observers will not contribute to the awarding meeting.

Remember that those involved in the awarding meetings have experience of the awarding standards applied across a range of subjects and qualifications. The principal assessor is expected to contribute their unique knowledge in relation to the perceived level of demand of the assessment and the marks attained by the candidates. The other evidence that is considered may, however, act as a counterbalance or suggest different grade boundaries. A range of options will therefore be considered at the awarding meeting, and only those grade boundaries that best reflect all of the evidence will be accepted. When final decisions have been made, a form detailing the grade boundaries is printed to be signed by the principal assessor and the chair of the awarding meeting.

Further information on the awarding process is available on SQA Academy.

3.3 The decisions to be made when setting grade boundaries for National Courses

Grade boundaries for National Course subjects are required to be set for the grade C, the grade A and for band 1 (upper grade A). Other grade boundaries are automatically calculated.

Boundary decisions must be based on valid evidence and agreed by the chair and the principal assessor.

4 Principal assessor checklist

♦ Have you gathered qualitative information on the following?

— the setting of the assessment
— the marking of the assessment
— the assessment performance
— the impact of removing or retaining modifications to course assessment
— any other relevant information or intelligence

♦ Has the relevant Assessment Performance Forms been completed and submitted electronically via SQA Info Centre on SharePoint?
♦ Did you meet the qualifications manager in preparation for the awarding meeting?
♦ Has the review of marker grades been undertaken, where applicable? (Any amendments to the Marker Grading Forms should be noted in red pen.)
♦ Have Marker Performance Feedback Forms (Appendix 10 or 11) been completed (where applicable)?
♦ Have you agreed actions from the awarding meeting with the qualifications manager?
♦ Have you signed and submitted the Attendance Register— Form Ex 107 (Appendix 3)?

5 End of event

At the end of awarding meeting, the principal assessor should discuss and agree any actions with the other panel members, who will record these on the Grade Boundary Decision Making Form.

Principal assessors should also review marker gradings assigned at marker check or central marking using the Marker Grading Form (Appendix 7, 8 or 9).

K   Finalisation

This section only applies to components that are marked using traditional or MFP marking methods.

1   Purpose

Finalisation is a final review of selected scripts before certification.

Scripts are identified and prioritised before the event based on a number of variables, including a candidate's proximity to a grade boundary and whether the script has been marked by a marker identified as 'unacceptable' at marker check (that is, severe, lenient or inconsistent). The scripts to be reviewed are those that are within each marker's deviation or variation from a grade boundary. The priority is increased if the centre estimate would support a change of grade. If it is suspected that a script has been severely marked, it is given a higher priority than one that is suspected of being leniently marked. Any amended marks are recorded and processed before certification.

At this event, other special cases such as PA correspondence, referrals, and exceptional circumstances cases (Section M) will also be considered.

2   Materials

SQA will supply the following materials:

♦   Finalisation Review List (Appendix 15)
♦   the scripts to be reviewed
♦   the completed Marker Grading Forms (from marker check and awarding procedure meetings — Sections G and J)
♦   Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11)
♦   green and red pens
♦   details of the grade boundaries for each grade
♦   Attendance Register — Form Ex 107 (Appendix 3) on MS Teams

For PA correspondence cases, the following additional materials will be provided where relevant:

♦   PA Correspondence — Record of Action (Appendix 16) detailing the cases to be considered
♦   PA Correspondence — Sat in Error

   —   This should only be used to progress cases where candidates have sat the wrong paper or examination in error. Guidance will be provided to the PA if they are required to review any such cases.

♦   examination work
♦   alternative evidence

For referrals, the following will be provided:

♦ Referral — Team Leader Worksheet detailing the cases
♦ candidate scripts

The principal assessor must ensure that all members of the examining team are familiar with the review lists, scripts and other materials supplied. If materials are missing, a member of the Events Delivery team should be informed.

3 Process: review of finalisation scripts

Before the finalisation procedure begins, a member of the Qualifications Development team will brief the examining team.

Scripts are prioritised into Finalisation Review List (Appendix 15) and numbered in descending order of priority for review (Priority 1 is highest). Scripts are supplied in priority order and the examining team must undertake the reviews in this order. It may not be possible to complete all review lists in the time available — but where a review list is started, all candidates on that list **must** be reviewed.

The scripts to be reviewed will be identified by an entry (that is, the candidate's mark) in the 'OM' (original mark) column of the review list.

The review of candidate scripts will identify whether:

♦ the marks originally awarded meet the national standard
♦ the addition of the original (plus any revised) marks is correct
♦ any errors in the processing of the marks have occurred

Note: The review seeks to confirm that the original marks have been appropriately awarded, and if not, marks should be amended.

The steps of the script review process are:

♦ Each mark allocated within the script should be reviewed. Tolerances applied at marker check should **not** be applied at finalisation.
♦ Where the mark awarded does not reflect the national standard, this mark should be crossed out and the revised mark awarded by the examiner should be entered on the script using a green pen. The revised mark can be higher or lower than the original mark. If marks are not recorded on the candidate's script, then the change of marks should be recorded on the corresponding flyleaf to highlight where changes have been made.
♦ All unchanged marks, and any revised marks, should be totalled for the script being reviewed.
♦ A clerical check should also be carried out at this stage to ensure no errors have occurred in the processing of marks.
♦ Where there is a change to the total mark, the original mark (on the front page of the script) should be crossed out and the revised mark entered alongside it using a green pen.

- Where there is no change to the total script mark, enter 'STET' alongside the original mark using a green pen.
- In all instances, the examiner should initial and date the front of each script reviewed using a green pen.
- No comments should be written on the candidate scripts.

3.1 Completing review lists

After a script has been reviewed, the review list must be updated. Either indicate 'STET' in the 'RM' (revised mark) column (if the total mark for the script is unchanged); or score out the original entry in the 'OM' (original mark) column, and enter a revised mark in the 'RM' column. Team members should initial next to an entry they have updated.

Entries should not be made in the 'RM' column for a component that is not designated as being in the review. An entry that relates to a script not in the review will not be actioned.

The PA must sign off the final page of each review list once it has been completed.

Note: In some instances, a script may have been provided for exam exceptional circumstances consideration but is also listed for finalisation. In these instances, 'EC' will be written next to the script on the Finalisation Review List. This does not require to be reviewed as part of finalisation as it will be reviewed via the exceptional circumstances process.

3.2 Changes to marker gradings

If a marker's grading is amended during the finalisation procedure, the Marker Grading Form (Traditional and MFP) (Appendix 9) must be amended. Where a marker's grading is changed to 'C', please advise a member of the Qualifications Development team and complete the Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11). Please note any amendments to the Marker Grading Form should be completed in **red pen** and returned to Appointee Management.

4 Process: PA correspondence

PA correspondence cases should be reviewed by the principal assessor in light of the circumstances explained in the information provided, following advice from the Qualifications Development team member present, where appropriate.

- Any revised marks or grades should be entered on the PA Correspondence — Record of Action (Appendix 16) or PA Correspondence — Sat in Error opposite the candidate's name.
- If no change is justified, 'STET' should be entered.

5 Process: referrals

The principal assessor should review the scripts to ensure that they have been marked appropriately.

♦ Where a change to the original mark is identified, the revised mark should be entered on the Referral — Team Leader Worksheet in the column headed 'team leader's decision'.
♦ If no change is identified, 'STET' should be entered.

6 Exceptional circumstances

Exceptional circumstances cases are reviewed at same time as finalisation. See Section M.

7 Principal assessor checklist

♦ For all review lists considered, have you entered a revised mark or 'STET' in the 'RM' column against each entry designated as being in the review in the 'OM' column?
♦ Have you signed the last page on each priority review list considered, that is, Priority 1, Priority 2, and so on?
♦ Have you entered a revised mark or 'STET' for all candidates on the PA Correspondence — Record of Action (Appendix 16) or PA Correspondence — Sat in Error and the Referral — Team Leader Worksheet?
♦ Have you completed the electronic Attendance Register — Form Ex 107 (Appendix 3) on MS Teams?
♦ Where appropriate, has a marker's grading been altered (using red pen) and, if necessary, has a Marker Performance Feedback Form Trad, MFP, CMK (Appendix 11) been completed?
♦ Have all materials been returned to the tubs they were provided in?

8 End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team has no further work to undertake and that all queries have been resolved.

Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

L MFI case review

Case review and exceptional circumstances meetings will take place together where the principal assessor and, if necessary, additional team leaders will mark any unscannable or unreadable responses and review any exceptional circumstances cases (see Section M).

At this stage, the principal assessor will also finalise marker gradings by considering the MFI Marker Grading Form (Appendix 8) completed by team leaders. See Section H for the grades and criteria to be used.

Events Delivery staff will pick up the final grading information before the end of the case review meeting.

1 Purpose

The purpose of case review is to review any scripts that are still to be finalised for various reasons. This includes illegible handwriting, unscannable scripts and unreadable scripts, where the marker has found it exceptionally difficult to allocate marks.

2 Materials

SQA will supply the following materials:

♦ question papers with unresolved issues requiring examining team attention
♦ non-question paper components with unresolved issues requiring examining team attention
♦ candidate estimate

3 Principal assessor checklist

♦ Have you completed the Attendance Register — Form Ex 107 (Appendix 3) on MS Teams?

4 End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that the team has no further work to undertake and that all queries have been resolved.

Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

M   Examination exceptional circumstances consideration

1   Purpose

The Examination Exceptional Circumstances Consideration Service (EECCS) supports candidates:

♦   who have been unable to attend an examination; or
♦   whose performance in the exam has been affected by a personal circumstance, or who have experienced an unplanned incident on the day

2   Materials

SQA will supply the following materials:

♦   Attendance Register — Form Ex 107 (Appendix 3)
♦   EECCS: Information for Appointees and System User Guide
♦   laptops to access Appointee Portal and RM Admin Interface (if required)

3   Process

Before this procedure begins, a member of the Qualifications Development team will brief all appointees about the exam exceptional circumstances process and on any updates to policy or process for the current examination year.

For each candidate, appointees will be provided with:

♦   alternative academic evidence
♦   any relevant non-question-paper components
♦   any completed or partially completed question papers
♦   candidate estimate (visible on the EECCS software)
♦   internally-assessed component of course assessment (IACCA) mark (visible on the EECCS software if applicable)

For each candidate, you should review all the evidence that has been presented, including alternative evidence. Evidence is most convincing where the assessment mirrors important aspects of the specific skills, knowledge and understanding requirements of the course. You should focus on the make-up and weighting of the evidence presented. This could be the consistency of a candidate's depth of treatment of questions on key topics, or their responses to discriminating questions.

You will consider a wide range of evidence, which may comprise prelims or mock assessments, coursework, or end of topic tests. All evidence should be considered on the basis that it has been generated under appropriate conditions.

Where the candidate has not managed to attend and/or complete any parts of the timetabled exam, and therefore only alternative academic evidence is available, any grade awarded will be at the lowest band point available.

Reviewing the evidence

For each candidate, appointees should review the alternative evidence, any completed or partially completed question papers, and any other non-question-paper components, to determine an overall grade.

Entering feedback

If the grade awarded is **below** the centre estimate, you must submit a feedback code to explain the reason for your decision in terms of the evidence reviewed. Only the feedback codes detailed in the EECCS: Information for Appointees and System User Guidance can be used.

Recording decisions

A result for each EECC candidate should be entered into the Exam Exceptional Circumstances system.

The PA is responsible for ensuring that all results are entered and feedback is present before closing the event.

Any paper worksheets should be collected and made available to the Events Delivery staff.

For detailed information on the process for reviewing evidence and recording results, please refer to the EECCS: Information for Appointees and System User Guidance.

4   End of event

Before the examining team members leave, the principal assessor should contact Events Delivery staff to check that there is no further work to undertake.

Events Delivery staff will then download the files for internal processing and delete the version saved on MS Teams.

All paper worksheets from the event should be passed to the Examination Exceptional Circumstances team.

Appendices

Appendix 1: Appointee Procedural Handbook Forms

Appendix	Form name	Description	Paper or digital	Form deadline
1	Appointee Procedural Handbook Forms	Table listing form name, description, format and deadline for reference.	N/A	N/A
2	SQA Code of Conduct	The Code of Conduct sets out the standard of conduct that is expected of you as an SQA appointee.	N/A	N/A
3	Attendance Register — Form Ex 107	Attendance Register to collect the amount of hours worked by attendees for payment. Form to be completed by the PA on an Excel spreadsheet, on MS Teams channel. Form should be updated and saved on MS Teams for Events Delivery to process.	Digital copy (MS Teams)	End of event
4	Script and Packet Selection Form	Request packets from specific centres for the production of photostats. Form to be completed by the PA, including details of materials required to be filled out with candidate name/centre number/pages. Form should be returned to Events Delivery to process.	Paper copy (Digital copy also available on MS Teams)	End of event (for US materials)
5	Marker report	To allow the marker to provide relevant information and feedback on the nature and quality of the candidate responses they have marked. This helps the PA when it comes to setting grade boundaries. Form to be completed by markers. For trad central markers, form should be returned in pre-paid envelope for Script Management to process For trad markers, marker reports will be available online and should be emailed to the Script Management mailbox. (For MFI and MFP a link to the form will be emailed to markers.)	Paper copy (included in marker pack) for trad central. Electronic marker report for trad. MFI/MFP link to form will be issued.	Must be submitted within two days of the marking period end date
6	Central Marking (Trad and MFP): QA Sampling Record — Example	Form to record QA during central marking events.	Paper copy (Digital copy also available on MS Teams)	Must be submitted to Events Delivery at end of event
7	Central Marking — Marker Grading Form Example	Example of the form used to record the variance and grading of markers. Form to be completed by PA; to identify markers, their grading (A, B, C) and to leave a comment on their marking quality and whether they met their KPMs. Form should be emailed to Appointee Management to process — kpm@sqa.org.uk.	Digital (pre-populated form emailed to principal assessor)	N/A

Appendix	Form name	Description	Paper or digital	Form deadline
8	MFI Marker Grading Form	Used by TL/STL/PA to grade marker performance. TLs should enter a proposed grade for all markers in their group. This information will assist the principal assessor to finalise grades at the case review meeting. Form to be completed by PA/senior marking team. Form should be emailed to Appointee Management to process — kpm@sqa.org.uk.	Digital (pre-populated form emailed to all TLs/STLs/PA for MFI subjects)	End of case review meeting
9	Marker Grading Form (Traditional and MFP)	Used to record the variance and grading of markers as per assessment during marker check. Form to be completed by PA/senior marking team.	Paper copy (included with evidence)	End of marking event
10	Marker Performance Feedback MFI Form	Used by TL/STL to detail where a marker failed to meet KPMs. Form to be completed by senior marking team. Form should be emailed to Appointee Management to process — kpm@sqa.org.uk.	Digital	Should be returned with completed Marker Grading Form
11	Marker Performance Feedback Form Trad, MFP, CMK	Used by senior team to detail where a marker failed to meet KPMs. Form to be completed by PA/senior marking team. Form should be emailed to Appointee Management to process — kpm@sqa.org.uk.	Digital	Should be returned with completed Marker Grading Form no later than three working days after the marking period ends
12	Senior Team Leader/ Team Leader/Senior Marker Performance Feedback Form	Used to record any issues with meeting KPMs for the roles of senior TL, TL or senior marker. Should be completed by exception, only when an issue has been identified. Form to be completed by PA/senior marking team. Form should be emailed to Appointee Management to process — kpm@sqa.org.uk.	Digital	End of marking event
13	Re-mark/arithmetic check request form	To request packets be provided for a re-mark. Form to be completed by PA. Fill in details of marker to be re-marked and reason for it. Form should be returned to Events Delivery to share with Script Management to process.	Digital copy	As soon as a re-mark is identified

Appendix	Form name	Description	Paper or digital	Form deadline
14	Re-mark at Home Request Form	To request packets be provided for a re-mark. Form to be completed by PA. Fill in details of marker to be re-marked and reason for it, and note which team members will be taking which packets home. Form should be returned to Events Delivery to share with Script Management to process.	Paper copy (available from Events Delivery team)	As soon as a re-mark is identified and the team knows it will not be completed during event
15	Finalisation Review List	Scripts are supplied in priority order and the reviews must be undertaken by the examining team in this order. It may not be possible to action all review lists in the time available — but where a review list is started, all candidates on that list must be reviewed. Senior marking team uses this to record the outcome (exiting or amended mark) of the review. This data is then entered into APSRP. Form to be completed by PA/marking team. Form should be returned to Script Management to share with Data Services to process.	Paper copy (included with scripts to be reviewed at Finalisation)	End of marking event
16	PA Correspondence — Record of Action	Provided with PA Corr file to be used by PA to record outcome of their review of PA correspondence case. It provides an overview of the circumstances and actions required to take. Form to be completed by PA. Form should be returned to Assessment Arrangements to process.	Paper copy (included with each case that is passed to a finalisation meeting or postal)	End of marking event
17	National Qualifications Referral Form	Used by markers of traditionally marked papers to record any PA referral issues or potential malpractice issues. Form to be completed by markers (Trad/Trad Central) or Script Management (MFP). Trad/Trad Central forms to be returned to Events Delivery to share with Data Services to process.	Paper copy (included in marker packs)	End of marking event
18	Marking methods	Table detailing the marking method for each component for the 2025 diet of examinations.	N/A	N/A

Appendix 2: SQA Code of Conduct

The Code of Conduct sets out the standard of conduct that is expected of you as an SQA appointee.

The Code of Conduct does not affect your legal rights and responsibilities; its purpose is to provide clear and helpful advice to you.

You must familiarise yourself with the contents of the Code of Conduct below, and comply with the standards it describes at all times. Any breach of the Code of Conduct may result in the termination of your contract.

1 Selflessness

Any decisions should be made solely in SQA's best interest. It follows that you should not take decisions which result in any financial or other benefit to yourself, your family, or your friends.

2 Honesty

You have a duty to ensure the proper use of equipment, materials and resources. In addition, you must immediately declare any private interests and/or conflicts which might affect your contract with SQA.

3 Integrity

You should not place yourself under any financial or other obligation to an individual or an organisation which might influence you in your contract with SQA.

4 Objectivity

Any decisions which you make in the course of your contract with SQA must be based solely on merit.

5 Accountability

You are accountable to SQA for fulfilling your contract. SQA, in turn, is accountable to the Scottish Government.

6 Openness

You should be as open as possible in all the decisions and actions that you take within the terms of your contract. You should be in a position to be able to justify all decisions that you make and you should not restrict information unless this is clearly required by SQA policy.

7 Leadership and management

If you are a senior appointee or team leader, you should promote and support good leadership and manage your team in a fair and transparent manner.

8 Confidentiality

It is an express condition of your contract with SQA that you are responsible for maintaining security over all aspects of your work and for ensuring that assets, resources and information entrusted to you by SQA are properly protected.

9 Professionalism

You may have contact with SQA centres and centre staff in your role as an appointee. You should deal with them fairly, efficiently, consistently, courteously, and promptly, offering the highest standards of professional conduct and service at all times.

Appendix 3: Attendance Register — Form Ex 107

NATIONAL QUALIFICATIONS 2025　　　　　　　　**Attendance/Payment Register**　　　EX [107]　　　XSQA

Procedure Name: [ ]	Activity Code: [#N/A]	APS Schedule Ref: [ ]	Initials: [ ]

Subject / Level / Component: [Could not find code!]	Marking Team Code: [ ]

Please tick this box to confirm the attendance details are correct for the appointees at this event listed below: [ ]

		date: dd/mm/yyyy			date: dd/mm/yyyy			date: dd/mm/yyyy			date: dd/mm/yyyy		
Your name:		Start Date:		Duration:	Date:		Duration:	Date:		Duration:	Date:		Duration:
Date completed dd/mm/yyyy:		Start Time:	08:00	11:30	Start Time:	08:00	11:30	Start Time:	08:00	06:30	Start Time:		
		Lunch:	30 mins		Lunch:	30 mins		Lunch:	30 mins		Lunch:		
To add a new appointee, press the button:		End Time:	20:00		End Time:	20:00		End Time:	15:00		End Time:		
		AM	PM	EVE	AM	PM	EVE	AM	PM	EVE	AM	PM	EVE

Appt ID	Name	Centre Code	Type	A	B	A	B	B	A	B	A	B	B	A	B	A	B	B	A	B	A	B	B
123456	DEMO LINE	012345	MSM	1.25			6																	

Please see the next page for instructions on how to complete the Attendance Register.

How to complete the Attendance Register Form

This form will be used for the payment of fees for work carried out for your SQA duties. Please read the instructions below before completing the "Section 1" tab.

* Before editing this document, please ensure you click the "enable editing" & "enable content" buttons on the yellow banner above *

Please complete all sections highlighted in BLUE on the 'Section 1' tab below.
Please only complete ONE row on the claim form unless you are claiming for multiple people.

(a) If the dates shown on the 'Section 1' tab are not in line with the dates you completed your SQA duties, please simply click on cell **"G9"** and enter the correct start date. This will automatically amend the date sequence for the following 10 days.

(b) Enter the number of hours worked per am/pm/evening session. Where actual sessions worked are not exact numbers of hours, please round it up to the nearest 15 min.

'A' session represents work completed during a normal working day, i.e. when you have been released from your normal teaching duties.
    Please only enter hours into the 'A' column if your centre requires release compensation.

'B' session represents work completed during evenings on Monday to Friday; all day on Saturday and/or Sunday; and all sessions worked by appointees who are: retired, on holiday, self employed, outwith teaching etc.

Where a half day release is being claimed, at least 3 hours must be worked before the B rate will be paid.
Where a full day release is being claimed, at least 6 hours must be worked before the B rate will be paid.

If you are completing the claim form for multiple people, please ensure you have checked whether these are A or B hours.

It is important that only the corresponding number of hours is put in column A or B.

Forms should be completed and returned to events.expenses@sqa.org.uk within 4 weeks of completing your appeals duties.

This is for SQA office use ONLY.

Appendix 4: Script and Packet Selection Form

Script and Packet Selection Form

This form is to be completed for script and packet requests, **after** the current years' examination period is complete.

For any materials required during **live delivery**, please complete separate form available from Events Delivery.

All columns on this form must be completed.

Name	Role: (e.g. PA, QO)	Date

Subject	Level	Component

Marking type (circle type)		
MFI	MFP	TRAD

Selection Type

	Is flyleaf required (Yes/No)	Depersonalise (Yes/No)	Remove marks (Yes/No)	Remove Annotations – MFI only (Yes/No)	Digital submission subject – MFP only (Yes/No)	Retain Scripts (retain to date)
Understanding Standards	N/A	N/A	N/A			
Exemplification						
Photostats (for following exam year)						
Other (details required):						

Please send completed form to events.delivery@sqa.org.uk and external.assessment@sqa.org.uk

All columns must be completed:

Centre Number	Centre Name	Candidate Number	Candidate Name	Packet ID	Group	Comment (e.g. mark/borderline)

Appendix 5: Marker report

Marker Report 2025

1. Introduction

Thank you for completing your marking and preparing to submit your marker report. The feedback gained from the marker report plays an important role in the grade boundary decision making process and completing the report is an essential part of your role as a marker. This form contains questions covering the following areas.

- the component you marked
- overall performance of candidates versus the standard and, where relevant, versus previous years
- other comments about the marking process
- your experience of marking

Please ensure that you submit your comments under the most relevant question.

The second part of the survey - covering your marking experience – has been revised to help reduce marker workload and duplication while still allowing feedback to be gathered.

All responses are anonymised when reporting but your personal details are taken for tracking completion rates for KPIs.

When you are ready, proceed to the next page to begin completing your responses. **Please note that the report must be completed and submitted at the same time, it is not possible to return and complete it at a later date.**

When you are ready, proceed to the next page to begin completing your responses.

If you have any queries or questions about submitting the marker report please contact the External Assessment Helpdesk (email external.assessment@sqa.org.uk or call 0345 213 6612 (option 4))

2.

If you have any queries or questions about your marker code please contact the External Assessment Helpdesk (email external.assessment@sqa.org.uk or call 0345 213 6612 (option 4))

1. Forename

2. Surname

3. Marker code (the unique identifier that can be found on your contract)

3. Level

4. Please select the level you were marking

- ☐ National 5
- ☐ Higher
- ☐ Advanced Higher

4. Component

If you cannot find the correct component and think you may have selected the wrong level, please return to the previous page to select the correct level. In this event, please contact the External Assessment Helpdesk (external.assessment@sqa.org.uk) to inform them, specifying your marker code, the correct level and component.

5. Please select the component you were marking:

5. Your previous marking experience

6. Which of the following statements is true for you?

- [ ] I am a new marker for this component for 2025

- [ ] I have previously marked this component, but this is my first time doing so using the e-Marking system

- [ ] I have previously marked this component using the e-Marking system

6. Assessment

7. Do you have any comments on this year's assessment? If yes, please provide them below.

You might want to refer to:

- **the content of the assessment**
- **the marking instructions**
- **the type of questions (if question paper)**

7. Details of candidate performance

Please use these questions to detail the candidate performance. Be as specific as you can in your responses, to maximise their efficacy.

8. Please provide examples of specific areas, or questions, where candidate performance this year was *especially strong*

9. Please provide examples of specific areas, or questions, where candidate performance this year was *especially weak*

10. Please comment on the overall performance of candidates in the assessment/component that you marked

11. On the basis of the candidates you marked, *overall*, how did the performance of their responses compare to the 2024 cohort?

*Please choose "Not applicable" if this is your first time marking this component.

- [ ] Much lower standard
- [ ] Lower standard
- [ ] Same standard
- [ ] Higher standard
- [ ] Much higher standard
- [ ] Not applicable

8. Answer booklet

12. Was the size of the answer booklet appropriate for the Question Paper?

☐ Yes - booklet was suitable

☐ No - supplied booklet was too big

☐ No - supplied booklet was not big enough

☐ Not applicable - structured booklet/no booklet provided

9. Final comments

13. Please use this space to provide any further comments, for example:

- **the marker briefing**
- **the marking type/method**
- **the central marking event**
- **any other aspects of marker training**
- **any other comment**

14. Please rate the following:

	Not applicable	Very poor	Poor	Average	Good	Excellent
Experience of using RM Assessor	☐	☐	☐	☐	☐	☐
Experience with the External Assessment Helpdesk	☐	☐	☐	☐	☐	☐

	Not applicable	Very poor	Poor	Average	Good	Excellent
Communication with senior team leader/team leader	☐	☐	☐	☐	☐	☐
Overall marking experience	☐	☐	☐	☐	☐	☐

Please provide any additional detail or comments on marking experience:

Appendix 6: Central Marking (Traditional and MFP): QA Sampling Record — Example

Subject _____ Course code: _____ Level: _____ Paper: _____

Team leader_____

Marker code/ name	Candidate/ SCN	Arithmetic variance +/-	Marking variance Severe(S)/ Lenient (L)	Script amendment (Yes or N/A)	Date checked	Candidate/ SCN	Arithmetic variance +/-	Marking variance +/-	Script amendment (Yes or N/A)	Date checked	Candidate/ SCN	Arithmetic variance +/-	Marking variance +/-	Script amendment (Yes or N/A)	Date checked
67601	0005110510	0	S4	Yes	01/06/2020	0005110473	S6	0	Yes	01/06/2020	0005110510	0	0	N/A	01/06/2020
67601	0005110473	L5	S1	Yes	02/06/2020	0006428710	0	S5	Yes	02/06/2020	0006240510	L3	S6	Yes	02/06/2020
67601	0006057690	0	0	N/A	03/06/2020	0005134850	L2	0	Yes	03/06/2020	0005475630	0	S4	Yes	03/06/2020
67602															
67602															

No arithmetic variance between marker and team leader

The marker was severe by 4 marks which makes it 2 out of tolerance

The script has been amended

PA/TL signature: _____ Date: _____
Events Staff: please return to Appointee Management

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Central marking QA sampling strategy and recording process

Overview

To ensure all markers are marking to standard and the arithmetic of marks is appropriate the following process should be used during central marking events.

The information gathered on the QA Sampling Records will be used to inform the marker's final grade. Please note that marking standards and correct arithmetic are requirements of the marker KPMs.

The principal assessor, the examining team and a member of the Qualifications Development team should agree the allocation of team leaders to markers, the minimum sampling, and the script tolerances to be applied.

♦ Team ratio — allocation of TLs to markers (if this is required)
♦ Minimum sampling strategy
♦ Script tolerance
♦ The above information should be recorded on the QA Sampling Strategy Form.

During central marking — PA/TLs:

♦ Check arithmetic.
♦ Check sample of marking.
♦ Sign and date the script (green pen) to identify sampled script.
♦ Complete the QA Sampling Record Form to confirm that an arithmetic/marking check has taken place and the script has been amended if necessary.
♦ Where appropriate, feedback should be given to markers on the accuracy of the arithmetic/marking check.

Steps:

1 Arithmetic check

Record outcome on Central Marking QA Sampling Record Form. Where applicable, enter + or -. If there is no change, a zero must be entered.

2 Marking check

Record variance in marking outcome on the Central Marking QA Sampling Record Form.

For each script, note any differences between the marks given by the marker and the mark that you, as a team leader, would give. No allowance should be made for the agreed tolerance at this stage. Record the difference between your mark for each script and the mark recorded by the marker in the format shown in the following examples:

♦ L2 where marker is deemed to be 2 marks lenient, or
♦ S1 where marker is deemed to be 1 mark severe

All outcomes outwith tolerance must be discussed with the marker and an agreement reached on the final mark. Depending on circumstances, you may also consider discussing cases within tolerance with the marker and agreement reached on the final mark.

3 Determining final mark

In arriving at the final mark, arithmetic errors must always be accounted for. The finalised script amendment will take into account any discussion between the TL and marker on recorded variance.

4 Completion of Central Marking QA Sampling Record Form

Please ensure the details are recorded accurately and the form is signed and dated. The completed form(s) should be attached to the Marker Grading Form and passed to the Events Delivery team.

Principal assessors should refer to the Central Marking QA Sampling Record Form when recording marker grades. The completed forms will be retained by Appointee Management. The QA Sampling Strategy Form should also be reviewed and updated if necessary at the end of event.

Appendix 7: Central Marking — Marker Grading Form Example

Subject:	**Accounting Advanced Higher Question Paper**		Code:	X8007701

Marker code	Marker's name	Grading (A, B or C)	KPM comment (examples)
67601	Mr B Marker	A	
67602	Mrs C Marker	B	Marking slightly severe/lenient in relation to standard and feedback provided not fully taken on board by marker.
67603	Miss D Marker	B	Some admin errors in relation to recording of marks and/or addition of script totals.
67604	Mr E Marker	B	Variable work rate requiring support from PA/team leaders to complete marking.
67605	Mr F Marker	C	Marking very severe/lenient in relation to standard. Significant support required from PA/team leaders to ensure marking standard was met.
67606	Mrs G Marker	C	Significant number of errors in relation to the recording of marks and/or addition of script totals frequently needed to be corrected by PA/team leaders.
67607	Mrs H Marker	C	Rate of work was unacceptably slow.

Comments should be provided for all markers in relation to KPM 1. Comments **must** be completed for all 'B' graded markers as this information will be provided to the marker.

Where a marker is graded as 'C', a Marker Performance Feedback Form **must** be completed.

Return completed forms to: kpm@sqa.org.uk
Events staff: if you are presented with a completed hardcopy, please return to Appointee Management

Appendix 8: MFI Marker Grading Form

Confidential — TEAM LEADER

National Qualifications 2025 — MFI Marker Grading Form

Subject		Level		Paper	

TLs should enter a proposed grade for all markers in their group. This information will assist the principal assessor to finalise grades at the case review meeting. Please refer to Section H in the Appointee Procedural Handbook for details of the marker grading process.

Marker code	Title	Initials	Surname	Grade (A, B or C)	KPM Criteria 1–4	KPM Comment (eg Lenient, Severe, Did Not Apply Marking Instructions Correctly)	Marking stage Qualification responses	Marking stage Seeded responses	Marking stage Live sampling

The sections below must be completed for all B and C markers

Where a marker is graded as a 'C' marker, a Marker Performance Feedback MFI form must be completed.

Team leader		Date	

Senior team Leader/Principal Assessor/ #Qualifications Manager		Date	

Appendix 9: Marker Grading Form (Traditional and MFP)

```
SQA Results Processing 2025, Diet 2025 Live Diet 1 (N-HS)
MARKER_GRADE : Marker Grading Form    REQUESTOR : bin00366                                    Page 1 of 19

Marking Team : 1632       Biology Advanced Higher Project
Course/Level : C807 77    Biology (Advanced Higher)

                                                          Signed
                                                                 ------------------------------------------


-------------------------------------------------------------------------------------------------------------
|Marker                                | Component |Acceptable| Sev | Len |Inconsistent|Marker| Check   |
|                                      |           |          |     |     | Sev | Len  |Grade |Complete|
-------------------------------------------------------------------------------------------------------------
|05101 One, Marker                     | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|05102 Two, Marker                     | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
-------------------------------------------------------------------------------------------------------------
|05103 Three, Marker                   | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
-------------------------------------------------------------------------------------------------------------
|05104 Four, Marker                    | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|05105 Five, Marker                    | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
-------------------------------------------------------------------------------------------------------------
|05106 Six, Marker                     | X807 77 3 |          |     |     |     |      |      |        |
|-----------------------------------------------------------------------------------------------------------|
|                                      |           |          |     |     |     |      |      |        |
-------------------------------------------------------------------------------------------------------------
```

Appendix 10: Marker Performance Feedback MFI Form

Confidential

National Qualifications 2025

Marker			Code number
Subject	Level	Paper	Element (if applicable)

Report on performance

The details contained in this report on your marking performance in this year's examination diet are confidential.

During MFI quality assurance processes the following issue(s) were identified in your marking.

1 Marking standard (relates to Marker KPM 1)

Your marking was considered not to have met the national standard because:

- marking was lenient
- marking was severe
- marking was inconsistent (severe and lenient)
- inappropriate application of the detailed marking instructions
- deviation from the standards exemplified and agreed at markers' meeting
- significant level of support had to be provided

2 Submitting marks and completing administrative tasks (relates to Marker KPM 2)

Your administration of the marking process was considered not to have met the required standard because:

- of errors when inputting candidates' marks into the e-marking software
- you did not complete marking target within marking period

3 Submission of marker report (relates to Marker KPM 3)

- marker report received after required deadline
- marker report did not contain detailed feedback on examination performance
- marker report was not received

4 Demonstration of required behaviours as outlined in SQA's Code of Conduct (relates to KPM 4)

Your behaviour did not meet the Code of Conduct in the following area(s):

Return completed forms to: kpm@sqa.org.uk

Events staff: if you are presented with a completed hardcopy, please return to Appointee Management

Appendix 11: Marker Performance Feedback Form Trad, MFP, CMK

Confidential

National Qualifications 2025

Marker			Code number
Subject	**Level**	**Paper**	**Element (if applicable)**

Report on performance

The details contained in this report on your marking performance in this year's examination diet are confidential.

During quality assurance processes conducted by the examining team, the following issue(s) was/were identified in your marked script allocation:

1 Marking standard (relates to Marker KPM 1)

Your marking was considered not to have met the national standard because:

- ♦ marking was lenient
- ♦ marking was severe
- ♦ marking was inconsistent (severe and lenient)
- ♦ inappropriate application of the detailed marking instructions
- ♦ deviation from the standards exemplified and agreed at markers' meeting
- ♦ significant level of support required to complete marking

2 Submitting marks and completing administrative tasks (relates to Marker KPM 2)

Your administration
of the marking process was considered not to have met the required standard because of:

- ♦ arithmetic errors in addition of script totals
- ♦ arithmetic errors in sub-addition of questions/sections
- ♦ transposition errors when inputting candidates' scores into the e-marking software
- ♦ application of incorrect marks for questions/sections

3 Submission of marker report (relates to Marker KPM 3)

- ♦ marker report received after required deadline
- ♦ marker report did not contain detailed feedback on examination performance
- ♦ marker report was not received

4 Demonstration of required behaviours as outlined in SQA's Code of Conduct (relates to KPM 4)

Your behaviour did not meet the Code of Conduct in the following area(s):

Return completed forms to: kpm@sqa.org.uk
Events Staff: if you are presented with a completed hardcopy, please return to Appointee Management

Appendix 12: Senior Team Leader/Team Leader/Senior Marker Performance Feedback Form

Confidential

National Qualifications 2025

Senior team leader/team leader/senior marker:

Subject:	Level:	Paper:

In the boxes below, please provide details of the KPM(s) that were not met.

On completion of duties, the following issues were identified:

KPM 1: Quality assurance of all materials for post-examination procedures in accordance with SQA policy and instruction by specified dates.

KPM 2: Monitoring, managing and providing support to team leaders/markers throughout the marking period.

KPM 3: Fulfilling the KPMs of the marker role.

KPM 4: Demonstrating behaviours that support SQA's values as outlined in the Code of Conduct in the Terms and Conditions of Appointment (Appendix 16).

KPM 5: Reporting on team leaders'/markers' KPMs for all tasks by specified dates.

Return completed forms to: kpm@sqa.org.uk.

Events staff: if you are presented with a completed hardcopy, please return to Appointee Management

Appendix 13: Re-mark/arithmetic check request form

Please tick appropriate box: ☐ Re-mark ☐ Partial re-mark ☐ Arithmetic check

Issue identified at: ☐ Marker check ☐ Finalisation ☐ Other: _____

Course_____ Level_____ Component _____

Marker's name _____ Marker's code no. _____

Re-mark/partial re-mark No. of scripts allocated _____ Number to be re-marked _____ Please give a brief reason for re-marking. Please ensure that the **Marker Grading Form (EX58)** identifies this marker as a '**Re-mark**'.	Arithmetic check To be completed by: marking team/SQA *(please delete as appropriate)* Where applicable, please give details of specific issue.

Signed _____ Date_____

To:
1 Qualifications Manager   For comments and approval   ☐
2 ADS Senior Management   For agreement (re-marks only)   ☐
3 Script Management supervisor   For provision of scripts supervisor   ☐
4 Data Services   To amend marks   ☐

Please pass completed form to Marker Check team in Script Management or email to marker.check@sqa.org.uk, please do not do both.
Re-marks
Where re-marking is being carried out, please record the details of the packets being allocated to each examiner.

Centre no.	Group	No. of scripts	Marker name	Marker code

Appendix 14: Re-mark at Home Request Form

National Qualifications

Please tick appropriate box: ☐ Re-mark ☐ Partial re-mark

Issue identified at: ☐ Marker check ☐ Finalisation ☐ Other: _____

Course_____ Level_____ Component_____

Marker's name _____ Marker's code no _____

Re-mark/partial re-mark

No. of scripts allocated _____

Number to be re-marked _____

Please give a brief reason for re-marking.

Agreed script return date for re-mark packet(s): _____

Please ensure that the **Marker Grading Form (EX58)** identifies this marker as a '**Re-mark**'.

Signed _____ Date_____

To:
1 Qualifications manager   For comments and approval
2 ADS senior management   For agreement
3 Script Management Supervisor   For provision of scripts supervisor
4 Data Services   To amend marks

Please pass completed form to Marker Check team in Script Management or email to marker.check@sqa.org.uk.

Re-marks
Where re-marking is being carried out, please record the details of the packets being allocated to each Marker.

Centre no.	Group	No. of scripts	Marker name	Marker code

Appendix 15: Finalisation Review List

SQA Results Processing 2025, Diet 2025 Live Diet 1 (N-HS)

```
Course: X857 76              Physics (Higher)  Time Day, Date, Year
Priority Rating Report       Page 4 of 14

  Centre     SCN             Name               Marker      OM    RM

Priority Rating: 3           Priority Points: 7
                             (Continued)


  8215631    001234567       Candidate One
  1234567    3 Assignment                       34567       15    [ ] EMC
             Total mark                                      62


  5705641    0005110473      Candidate Two
  1832581    3 Assignment                       000325      14    [ ] EMC
             Total mark                                      61


  5705641    0005110510      Candidate Three
  1832753    3 Assignment                       000325      12    [ ] EMC
             Total mark                                      62


  5705641    0005111646      Candidate Four
  1832865    3 Assignment                       000365      11    [ ] EMC
             Total mark                                      58


  5705642    0005475653      Candidate Five
  1832881    3 Assignment                       000365      6     [ ] EMC
             Total mark                                      61


  5705642    0006261372      Candidate Six
  1832927    3 Assignment                       000370      9     [ ] EMC
             Total mark                                      63


  5705643    0005454750      Candidate Seven
  1832956    3 Assignment                       000370      8     [ ] EMC
             Total mark                                      59
```

Appendix 16: PA Correspondence — Record of Action

PA Correspondence Event
Record of Action Worksheet

Assessment Arrangements
pac.enquiries@sqa.org.uk

Please complete a review of all available components and the alternative evidence provided. Use the grid overleaf to record the final amendment to be awarded for the learner.

Please return the worksheet with the learner materials into the PAC red event box.

Candidate Name	
SCN	
Centre Name	
Centre Number	

Subject	
Level	
Course Code	
Affected Component	

If the component is MFI review on RM Admin Interface.

	Component	Marking Type	Exam Material Available	Alternative Evidence Provided
1				
2				
3				
4				

Note to PA:

If postal, please email results to pac.enquiries@sqa.org.uk by: ……………………

Amendments:

Please ensure if amending the **band**, you award the **lower** band only unless it is a STET award.

Component	
Centre Estimate	
Original Mark / Band	
Additional Mark(s) (if applicable) Final Band	
Is this a STET award	
Final Mark for Component Final Band for full award	

Assessor Name ……………………………………………………………………..

Assessor Comments

Appendix 17: National Qualifications Referral Form

What type of issue is being identified?

☐ Principal assessor referral

☐ Suspected malpractice

☐ Administrative

This form is not to be used for observations on a candidate's/centre's performance.
Please transfer details from the Attendance Register (Form Ex6).

Centre no.	Course code	Course level	Paper no.	Group no.	Marker code
☐☐☐☐☐☐	☐☐☐☐	☐☐	☐	☐☐	☐☐☐☐☐

Please complete the following details from the script/coursework.

Centre name _____

Candidate name _____   Candidate number ☐☐☐☐☐☐☐☐

Please detail the specifics of the issue identified above:

To be completed by the principal assessor

If you are making an amendment to a mark (PA referral only), please indicate the item number amended:

Appendix 18: Marking methods

Subject	Level	Component Name	2025 Marking Method
Accounting	National 5	Question Paper	MFI
Accounting	National 5	Assignment	MFI
Accounting	Higher	Question Paper	MFI Central
Accounting	Higher	Assignment	MFI
Accounting	Advanced Higher	Question Paper	MFI Central
Accounting	Advanced Higher	Project	MFI Central
Administration and IT	National 5	Question Paper	MFI
Administration and IT	National 5	Assignment	MFI
Administration and IT	Higher	Question Paper	MFI
Administration and IT	Higher	Assignment	MFI
Applications of Mathematics	National 5	Paper 1 (non-calculator)	MFI
Applications of Mathematics	National 5	Paper 2 (calculator)	MFI
Applications of Mathematics	Higher	Question Paper	MFI
Applications of Mathematics	Higher	Project	MFI
Art and Design	National 5	Question Paper	MFI
Art and Design	Higher	Question Paper	MFI
Biology	National 5	Section 2	MFI
Biology	National 5	Assignment	MFP Small
Biology	Higher	Paper 2	MFI
Biology	Higher	Paper 1 (Multiple Choice)	Trad - Multi
Biology	Higher	Assignment	MFP Small
Biology	Advanced Higher	Section 2	MFI Small
Biology	Advanced Higher	Project	MFP Small
Business Management	National 5	Question Paper	MFI
Business Management	National 5	Assignment	MFI
Business Management	Higher	Question Paper	MFI
Business Management	Higher	Assignment	MFI
Business Management	Advanced Higher	Question Paper	MFI Small
Business Management	Advanced Higher	Project	MFI Central

Subject	Level	Component Name	2025 Marking Method
Cantonese	National 5	Reading	MFI Central
Cantonese	National 5	Writing	MFI Central
Cantonese	National 5	Listening	MFI Central
Cantonese	National 5	Assignment: Writing	MFI Central
Cantonese	Higher	Reading	MFI Central
Cantonese	Higher	Directed Writing	MFI Central
Cantonese	Higher	Listening	MFI Central
Cantonese	Higher	Assignment: Writing	MFI Central
Cantonese	Advanced Higher	Reading and Translation	MFI Central
Cantonese	Advanced Higher	Listening and Discursive Writing	MFI Central
Cantonese	Advanced Higher	Portfolio	MFI Central
Care	National 5	Question Paper	MFI Central
Care	National 5	Project	MFP Central
Care	Higher	Question Paper	MFI Central
Care	Higher	Project	MFP Central
Chemistry	National 5	Section 2	MFI
Chemistry	National 5	Assignment	MFP Small
Chemistry	Higher	Paper 2	MFI
Chemistry	Higher	Paper 1 (Multiple Choice)	Trad - Multi
Chemistry	Higher	Assignment	MFP Small
Chemistry	Advanced Higher	Section 2	MFI Small
Chemistry	Advanced Higher	Project	MFP Small
Childcare and Development	Higher	Question Paper	MFI Central
Childcare and Development	Higher	Project	MFP Central
Classical Studies	National 5	Question Paper	MFI Central
Classical Studies	National 5	Assignment	MFP Central
Classical Studies	Higher	Paper 1 Classical Literature	MFI Small
Classical Studies	Higher	Paper 2 Classical Society	MFI Small
Classical Studies	Higher	Assignment	MFP Central
Classical Studies	Advanced Higher	Question Paper	MFI Central
Classical Studies	Advanced Higher	Project - Dissertation	MFP Central
Computing Science	National 5	Question Paper	MFI

Subject	Level	Component Name	2025 Marking Method
Computing Science	National 5	Assignment	MFI
Computing Science	Higher	Question Paper	MFI
Computing Science	Higher	Assignment	MFI
Computing Science	Advanced Higher	Question Paper	MFI Central
Computing Science	Advanced Higher	Project	MFP Central
Cruinn-eolas (Geography)	National 5	Paipear Cheistean (Question Paper)	MFI
Cruinn-eolas (Geography)	National 5	Obair (Assignment)	Trad
Cruinn-eolas (Geography)	Higher	Arainneachdan Fiosaigeach agus Daonna	MFI
Cruinn-eolas (Geography)	Higher	Cuisean Cruinneil agus Sgilean Cruinn-eolais	MFI
Cruinn-eolas (Geography)	Higher	Obair (Assignment)	Trad
Cruinn-eolas (Geography)	Advanced Higher	Paipear Cheistean (Question Paper)	Trad
Cruinn-eolas (Geography)	Advanced Higher	Folio Proiseact: Roinn A (Project Folio: Section A)	Trad
Cruinn-eolas (Geography)	Advanced Higher	Folio Proiseact: Roinn B (Project Folio: Section B)	Trad
Dance	National 5	Question Paper	MFI
Dance	Higher	Question Paper	MFI
Design and Manufacture	National 5	Question Paper	MFI
Design and Manufacture	National 5	Assignment: Design	Trad Central
Design and Manufacture	Higher	Question Paper	MFI
Design and Manufacture	Higher	Assignment	Trad Central
Design and Manufacture	Advanced Higher	Question Paper	MFI Small
Design and Manufacture	Advanced Higher	Assignment	MFP Central
Drama	National 5	Question Paper	MFI
Drama	Higher	Question Paper	MFI
Drama	Advanced Higher	Project - Dissertation	MFI Central
Drama	Advanced Higher	Assignment	MFI
Eachdraidh (History)	National 5	Paipear Cheistean (Question Paper)	MFI
Eachdraidh (History)	National 5	Obair (Assignment)	Trad

Subject	Level	Component Name	2025 Marking Method
Eachdraidh (History)	Higher	Eachdraidh Bhreatannach, Eorpach agus An t-Saoghail	MFI
Eachdraidh (History)	Higher	Eachdraidh Albannach	MFI
Eachdraidh (History)	Higher	Obair (Assignment)	Trad
Eachdraidh (History)	Advanced Higher	Paipear Cheistean (Question Paper)	Trad
Eachdraidh (History)	Advanced Higher	Proiseact - Trachdas (Project - Dissertation)	Trad
Economics	National 5	Question Paper	MFI Central
Economics	National 5	Assignment	MFI Central
Economics	Higher	Question Paper	MFI Small
Economics	Higher	Assignment	MFI Central
Economics	Advanced Higher	Question Paper	MFI Central
Economics	Advanced Higher	Project	MFP Central
Engineering Science	National 5	Question Paper	MFI
Engineering Science	National 5	Assignment	MFI
Engineering Science	Higher	Question Paper	MFI
Engineering Science	Higher	Assignment	MFI
Engineering Science	Advanced Higher	Question Paper	MFI Central
English	National 5	Reading for Understanding, Analysis and Evaluation	MFI
English	National 5	Critical Reading	MFI
English	National 5	Portfolio: Writing	MFI
English	Higher	Reading for Understanding, Analysis and Evaluation	MFI
English	Higher	Critical Reading	MFI
English	Higher	Portfolio: Writing	MFI
English	Advanced Higher	Literary Study	MFI
English	Advanced Higher	Textual Analysis	MFI Central
English	Advanced Higher	Portfolio: Writing	MFI Central
English	Advanced Higher	Project: Dissertation	MFI
English for Speakers of Other Languages	National 5	Listening	MFI Central
English for Speakers of Other Languages	National 5	Reading	MFI

Subject	Level	Component Name	2025 Marking Method
English for Speakers of Other Languages	National 5	Writing	MFI
English for Speakers of Other Languages	Higher	Listening	MFI Central
English for Speakers of Other Languages	Higher	Reading	MFI
English for Speakers of Other Languages	Higher	Writing	MFI
Environmental Science	National 5	Question Paper	MFI Central
Environmental Science	National 5	Assignment	MFP Central
Environmental Science	Higher	Paper 1	MFI Central
Environmental Science	Higher	Paper 2	MFI Central
Environmental Science	Higher	Assignment	MFP Central
Fashion and Textile Technology	National 5	Question Paper	MFI Small
Fashion and Textile Technology	National 5	Assignment	MFP Central
Fashion and Textile Technology	Higher	Question Paper	MFI Small
Fashion and Textile Technology	Higher	Assignment	MFP Central
French	National 5	Reading	MFI
French	National 5	Writing	MFI
French	National 5	Listening	MFI
French	National 5	Assignment: Writing	MFI
French	Higher	Reading	MFI
French	Higher	Directed Writing	MFI
French	Higher	Listening	MFI
French	Higher	Assignment: Writing	MFI
French	Advanced Higher	Reading and Translation	MFI Central
French	Advanced Higher	Listening and Discursive Writing	MFI Central
French	Advanced Higher	Portfolio	Trad
Gaelic (Learners)	National 5	Reading	MFI Central
Gaelic (Learners)	National 5	Writing	MFI Central
Gaelic (Learners)	National 5	Listening	MFI Central
Gaelic (Learners)	National 5	Assignment: Writing	MFI Central

Subject	Level	Component Name	2025 Marking Method
Gaelic (Learners)	Higher	Reading	MFI Central
Gaelic (Learners)	Higher	Directed Writing	MFI Central
Gaelic (Learners)	Higher	Listening	MFI Central
Gaelic (Learners)	Higher	Assignment: Writing	MFI Central
Gaelic (Learners)	Advanced Higher	Reading and Translation	MFI Central
Gaelic (Learners)	Advanced Higher	Listening and Discursive Writing	MFI Central
Gaelic (Learners)	Advanced Higher	Portfolio	MFI Central
Gaidhlig	National 5	Leughadh (Reading)	MFI Central
Gaidhlig	National 5	Litreachas (Literature)	MFI Central
Gaidhlig	National 5	Eisteachd (Listening)	MFI Central
Gaidhlig	National 5	Obair shònraichte-sgrìobhadh (Assignment: Writing)	MFI Central
Gaidhlig	Higher	Leughadh (Reading)	MFI Central
Gaidhlig	Higher	Litreachas (Literature)	MFI Central
Gaidhlig	Higher	Eisteachd (Listening)	MFI Central
Gaidhlig	Higher	Obair shònraichte-sgrìobhadh (Assignment: Writing)	MFI Central
Gaidhlig	Advanced Higher	Sgrudadh (Practical Criticism)	MFI Central
Gaidhlig	Advanced Higher	Litreachas agus Sgriobhadh (Literature and Writing)	MFI Central
Gaidhlig	Advanced Higher	Eadar-theangachadh (Translating)	MFI Central
Geography	National 5	Question Paper	MFI
Geography	National 5	Assignment	MFP
Geography	Higher	Physical and Human Environments	MFI
Geography	Higher	Global Issues and Geographical Skills	MFI
Geography	Higher	Assignment	MFP Small
Geography	Advanced Higher	Question Paper	MFP Small
Geography	Advanced Higher	Project Folio: Section A	MFP Small
Geography	Advanced Higher	Project Folio: Section B	MFP Small
German	National 5	Reading	MFI
German	National 5	Writing	MFI
German	National 5	Listening	MFI

Subject	Level	Component Name	2025 Marking Method
German	National 5	Assignment: Writing	MFI
German	Higher	Reading	MFI
German	Higher	Directed Writing	MFI
German	Higher	Listening	MFI
German	Higher	Assignment: Writing	MFI
German	Advanced Higher	Reading and Translation	MFI Central
German	Advanced Higher	Listening and Discursive Writing	MFI Central
German	Advanced Higher	Portfolio	MFI Central
Gniomhachas Matamataigs (Application of Mathematics)	National 5	Paipear 1 (Gun Aireamhair) (Paper 1 Non Calculator)	MFI
Gniomhachas Matamataigs (Application of Mathematics)	National 5	Paipear 2 (Aireamhair) (Paper 2 Calculator)	MFI
Gniomhachas Matamataigs (Application of Mathematics)	Higher	Paipear Cheistean (Question Paper)	MFI
Gniomhachas Matamataigs (Application of Mathematics)	Higher	Proiseact (Project)	MFI
Graphic Communication	National 5	Question Paper	MFI
Graphic Communication	National 5	Assignment	MFP
Graphic Communication	Higher	Question Paper	MFI
Graphic Communication	Higher	Assignment	MFP
Graphic Communication	Advanced Higher	Question Paper	MFI Central
Graphic Communication	Advanced Higher	Project	MFP Central
Health and Food Technology	National 5	Question Paper	MFI
Health and Food Technology	National 5	Assignment	MFP
Health and Food Technology	Higher	Question Paper	MFI Small
Health and Food Technology	Higher	Assignment	MFP Central

Subject	Level	Component Name	2025 Marking Method
Health and Food Technology	Advanced Higher	Question Paper	MFI Small
Health and Food Technology	Advanced Higher	Project	MFI Small
History	National 5	Question Paper	MFI
History	National 5	Assignment	MFP
History	Higher	British, European and World History	MFP
History	Higher	Scottish History	MFI
History	Higher	Assignment	MFP
History	Advanced Higher	Question Paper	Trad Central
History	Advanced Higher	Project - Dissertation	Trad Central
Human Biology	Higher	Paper 2	MFI
Human Biology	Higher	Paper 1 (Multiple choice)	Trad - Multi
Human Biology	Higher	Assignment	MFP Small
Italian	National 5	Reading	MFI Central
Italian	National 5	Writing	MFI Central
Italian	National 5	Listening	MFI Central
Italian	National 5	Assignment: Writing	MFI Central
Italian	Higher	Reading	MFI Central
Italian	Higher	Directed Writing	MFI Central
Italian	Higher	Listening	MFI Central
Italian	Higher	Assignment: Writing	MFI Central
Italian	Advanced Higher	Reading and Translation	MFI Central
Italian	Advanced Higher	Listening and Discursive Writing	MFI Central
Italian	Advanced Higher	Portfolio	MFI Central
Latin	National 5	Paper 1: Literary Appreciation	MFI Central
Latin	National 5	Paper 2: Translating	MFI Central
Latin	Higher	Paper 1: Literary Appreciation	MFI Central
Latin	Higher	Paper 2: Translating	MFI Central
Latin	Advanced Higher	Paper 1: Literary Appreciation	MFI Central
Latin	Advanced Higher	Paper 2: Translating	MFI Central
Latin	Advanced Higher	Project: Dissertation	MFI Central
Mandarin (Simplified)	National 5	Reading	MFI Central

Subject	Level	Component Name	2025 Marking Method
Mandarin (Simplified)	National 5	Writing	MFI Central
Mandarin (Simplified)	National 5	Listening	MFI Central
Mandarin (Simplified)	National 5	Assignment: Writing	MFI Central
Mandarin (Simplified)	Higher	Reading	MFI Central
Mandarin (Simplified)	Higher	Directed Writing	MFI Central
Mandarin (Simplified)	Higher	Listening	MFI Central
Mandarin (Simplified)	Higher	Assignment: Writing	MFI Central
Mandarin (Simplified)	Advanced Higher	Reading and Translation	MFI Central
Mandarin (Simplified)	Advanced Higher	Listening and Discursive Writing	MFI Central
Mandarin (Simplified)	Advanced Higher	Portfolio	MFI Central
Mandarin (Traditional)	National 5	Reading	MFI Central
Mandarin (Traditional)	National 5	Writing	MFI Central
Mandarin (Traditional)	National 5	Listening	MFI Central
Mandarin (Traditional)	National 5	Assignment: Writing	MFI Central
Mandarin (Traditional)	Higher	Reading	MFI Central
Mandarin (Traditional)	Higher	Directed Writing	MFI Central
Mandarin (Traditional)	Higher	Listening	MFI Central
Mandarin (Traditional)	Higher	Assignment: Writing	MFI Central
Mandarin (Traditional)	Advanced Higher	Reading and Translation	MFI Central
Mandarin (Traditional)	Advanced Higher	Listening and Discursive Writing	MFI Central
Mandarin (Traditional)	Advanced Higher	Portfolio	MFI Central
Matamataig (Mathematics)	National 5	Paipear 1 (Gun Aireamhair) (Paper 1 Non Calculator)	MFI
Matamataig (Mathematics)	National 5	Paipear 2 (Aireamhair) (Paper 2 Calculator)	MFI
Matamataig (Mathematics)	Higher	Paipear 1 (Gun Aireamhair) (Paper 1 Non Calculator)	MFI
Matamataig (Mathematics)	Higher	Paipear 2 (Aireamhair) (Paper 2 Calculator)	MFI
Matamataig (Mathematics)	Advanced Higher	Paipear 1 (Gun Aireamhair) (Paper 1 Non Calculator)	MFI
Matamataig (Mathematics)	Advanced Higher	Paipear 2 (Aireamhair) (Paper 2 Calculator)	MFI
Mathematics	National 5	Paper 1 (Non-Calculator)	MFI

Subject	Level	Component Name	2025 Marking Method
Mathematics	National 5	Paper 2 (Calculator)	MFI
Mathematics	Higher	Paper 1 (Non-Calculator)	MFI
Mathematics	Higher	Paper 2 (Calculator)	MFI
Mathematics	Advanced Higher	Paper 1 (Non-Calculator)	MFI
Mathematics	Advanced Higher	Paper 2 (Calculator)	MFI
Mathematics of Mechanics	Advanced Higher	Question Paper	MFI Small
Media	National 5	Question Paper	MFI
Media	National 5	Assignment	MFP Central
Media	Higher	Analysis of Media Content	MFI Small
Media	Higher	The Role of Media	MFI
Media	Higher	Assignment	MFP Central
Modern Studies	National 5	Question Paper	MFI
Modern Studies	National 5	Assignment	MFP
Modern Studies	Higher	Paper 1	MFP
Modern Studies	Higher	Paper 2	MFI
Modern Studies	Higher	Assignment	MFP
Modern Studies	Advanced Higher	Question Paper	MFP
Modern Studies	Advanced Higher	Project: Dissertation	MFP Small
Music	National 5	Question Paper	MFI
Music	National 5	Assignment	Trad Central
Music	Higher	Question Paper	MFI
Music	Higher	Assignment	Trad Central
Music	Advanced Higher	Question Paper	MFI
Music	Advanced Higher	Assignment	Trad Central
Music Technology	National 5	Question Paper	MFI Central
Music Technology	National 5	Assignment	MFP Central
Music Technology	Higher	Question Paper	MFI Central
Music Technology	Higher	Assignment	MFP Central
Music Technology	Advanced Higher	Project - research	MFP Central
Music Technology	Advanced Higher	Project - production	MFP Central
Music: Portfolio	Advanced Higher	Question Paper	MFI
Music: Portfolio	Advanced Higher	Portfolio	Trad Central
Music: Portfolio	Advanced Higher	Assignment	Trad Central

Subject	Level	Component Name	2025 Marking Method
Nuadh-Eolas (Modern Studies)	National 5	Paipear Cheistean (Question Paper)	MFI
Nuadh-Eolas (Modern Studies)	National 5	Obair (Assignment)	Trad
Nuadh-Eolas (Modern Studies)	Higher	Paipear 1 (Paper 1)	MFI
Nuadh-Eolas (Modern Studies)	Higher	Paipear 2 (Paper 2)	MFI
Nuadh-Eolas (Modern Studies)	Higher	Obair (Assignment)	Trad
Nuadh-Eolas (Modern Studies)	Advanced Higher	Paipear Cheistean (Question Paper)	MFP
Nuadh-Eolas (Modern Studies)	Advanced Higher	Proiseact: Trachdas (Project: Dissertation)	MFP
Philosophy	National 5	Question Paper	MFI
Philosophy	National 5	Assignment	MFP Central
Philosophy	Higher	Paper 1	MFI Central
Philosophy	Higher	Paper 2	MFI Central
Photography	Higher	Question Paper	MFI
Photography	Higher	Project	Trad Central
Physical Education	National 5	Portfolio	MFI
Physical Education	Higher	Question Paper	MFI
Physical Education	Advanced Higher	Project	MFI Small
Physics	National 5	Section 2	MFI
Physics	National 5	Assignment	MFP Small
Physics	Higher	Paper 2	MFI
Physics	Higher	Paper 1 (Multiple choice)	Trad - Multi
Physics	Higher	Assignment	MFP Small
Physics	Advanced Higher	Question Paper	MFI
Physics	Advanced Higher	Project	MFP Small
Politics	Higher	Paper 1	MFI
Politics	Higher	Paper 2	MFI
Politics	Higher	Assignment	MFP
Practical Cake Craft	National 5	Question Paper	MFI
Practical Cake Craft	National 5	Assignment	MFP Central
Practical Cookery	National 5	Question Paper	MFI

Subject	Level	Component Name	2025 Marking Method
Practical Cookery	National 5	Assignment	MFP
Practical Electronics	National 5	Question Paper	MFI Central
Practical Metalworking	National 5	Question Paper	MFI
Practical Woodworking	National 5	Question Paper	MFI
Psychology	National 5	Question Paper	MFI Small
Psychology	National 5	Assignment	MFI Small
Psychology	Higher	Question Paper	MFI Small
Psychology	Higher	Assignment	MFI
Religious, Moral and Philosophical Studies	National 5	Question Paper	Trad Central
Religious, Moral and Philosophical Studies	National 5	Assignment	MFP
Religious, Moral and Philosophical Studies	Higher	World Religion, Morality and Belief	Trad Central
Religious, Moral and Philosophical Studies	Higher	Religious and Philosophical Questions	Trad Central
Religious, Moral and Philosophical Studies	Higher	Assignment	MFP
Religious, Moral and Philosophical Studies	Advanced Higher	Question Paper	Trad Central
Religious, Moral and Philosophical Studies	Advanced Higher	Dissertation	Trad Central
Sociology	National 5	Question Paper	MFI Central
Sociology	National 5	Assignment	MFI Central
Sociology	Higher	Question Paper	MFI Central
Sociology	Higher	Assignment	MFI
Spanish	National 5	Reading	MFI
Spanish	National 5	Writing	MFI
Spanish	National 5	Listening	MFI
Spanish	National 5	Assignment: Writing	MFI
Spanish	Higher	Reading	MFI
Spanish	Higher	Directed Writing	MFI
Spanish	Higher	Listening	MFI
Spanish	Higher	Assignment: Writing	MFI
Spanish	Advanced Higher	Reading and Translation	MFI Central

Subject	Level	Component Name	2025 Marking Method
Spanish	Advanced Higher	Listening and Discursive Writing	MFI Central
Spanish	Advanced Higher	Portfolio	MFI Central
Statistics	Advanced Higher	Paper 1	MFI Small
Statistics	Advanced Higher	Paper 2	MFI Small
Urdu	National 5	Reading	MFI Central
Urdu	National 5	Writing	MFI Central
Urdu	National 5	Listening	MFI Central
Urdu	National 5	Assignment: Writing	MFI Central
Urdu	Higher	Reading	MFI Central
Urdu	Higher	Directed Writing	MFI Central
Urdu	Higher	Listening	MFI Central
Urdu	Higher	Assignment: Writing	MFI Central