

Daily Awarding Meeting

Terms of Reference

The purpose of Awarding Meetings is to ensure standards are maintained and qualifications and grades awarded retain value year on year, so ensuring fairness to all learners. Awarding meetings involve a range of trained senior SQA officials and appointees who use a wide range of qualitative and quantitative information and data to inform how course assessment(s) have performed and how learner performance compares to previous years.

A Daily Awarding Meeting takes place where the Chairs, Advisors and Statisticians meet to review the previous day's grade boundary decisions and the coming day's meetings to ensure consistency across subjects, levels and time, as well as identifying key themes as they emerge. This meeting is also useful to highlight any exceptional circumstances that may require post-decision investigation or preparation.

Daily Awarding Meeting Structure

The meeting is usually chaired by the Chief Examining Officer.

The meeting takes place every working day throughout the period of awarding meetings.

Each Advisor will be asked to report on the below for the previous day:

- What grade boundary decisions were made?
- What evidence was used to come to the decision?
- Any concerns/issues raised in the awarding meeting
- Any decisions which had resulted in a large move in attainment from the previous year
- Any courses that had been flagged for early warning

They will then be asked to report on the below for the coming day:

- Is it anticipated that there will be adjustments to any grade boundaries?
- What evidence suggests this?
- Any courses that had been flagged for early warning

Key aims of meeting

The key aims of the daily awarding meeting, where Chairs, Advisors and Statisticians meet are:

- Review and confirm the grade boundary decisions made the previous day and the reasons for them.
- Share experiences of previous days meetings
- Identify grade boundary decisions that may require further actions such as results day communications
- Provide further context, prior to the beginning of the days meetings
- Identify emerging themes, patterns or trends
- Collate lessons learned throughout the meetings

This will ensure that:

- Consistent decisions are made across subjects, levels and time
- Awarding meeting attendees are as prepared as possible prior to the meeting beginning
- Actions are appropriately recorded and followed up
- Key themes are recorded

- Lessons learned are appropriately recorded and considered for future meetings and years

Attendees

- Awarding meeting Chairs
- Awarding meeting Advisors
- Statisticians
- Head of Data & Analytics
- Head of Standards, Malpractice & Complaints