

From: [REDACTED]
Sent: 25 November 2025 11:36
To: [REDACTED]@eastrenfrewshire.gov.uk>
Subject: RE: SQA Presentations @ Williamwood Service

Hi [REDACTED]

Just to follow up my offer of another catch up on Teams, I've got this statement for you below:

Sitting at — presenting centre

If required, candidates may sit external assessments at any other SQA-approved centre, provided there is an agreement for this between both centres.

The presenting centre (the centre that entered the candidate and who will be teaching the course to the candidate) must, after agreeing the arrangement with the sitting at centre (the centre who will accommodate the candidate for the final exam), submit a completed External Exam — SA00 Sitting At Form to SQA as soon as they become aware of the situation (see key dates).

This form is available on SQA Connect. You should return the completed form to national.qualifications@sqa.org.uk. 'Sitting at' requests must only be submitted by the centre who has entered the candidate for the course.

I'm unsure if this is what you were asking, so as I said, happy to chat it over.

Thanks [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Renfrewshire, East Renfrewshire, Inverclyde, East & West Dunbartonshire
Business Development UK & Ireland

m: [REDACTED]@sqa.org.uk
w: <http://www.sqa.org.uk>
Scottish Qualifications Authority
Optima, 58 Robertson Street, GLASGOW, G2 8DQ

From: [REDACTED]
Sent: 25 November 2025 09:28
To: [REDACTED]@eastrenfrewshire.gov.uk>
Subject: RE: SQA Presentations @ Williamwood Service

Hi [REDACTED]

I hope you are well.

My apologies for the delay replying, I had some AL.

Do you want to arrange another MS Team meeting? I'm free this morning, or tomorrow morning if it would help to talk it through?

Thanks,

[REDACTED]

[REDACTED]
[REDACTED]
Renfrewshire, East Renfrewshire, Inverclyde, East & West Dunbartonshire
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From: [REDACTED]@eastrenfrewshire.gov.uk>
Sent: 13 November 2025 14:29
To: [REDACTED]@sqa.org.uk>
Subject: SQA Presentations @ Williamwood Service

OFFICIAL

Hi [REDACTED]

I hope your well and you're not still as busy!

Quick follow up on our conversation about SQA presentations in our new ASN service that's part of a Secondary School.

Can pupils be entered for their qualifications by their base School but then the papers be transferred to the Service and everything gets undertaken there? Is that allowed?

Thanks,

[REDACTED]

[REDACTED]
Education Services | East Renfrewshire Council
Barrhead HQ | 211 Main Street | Barrhead | G78 1SY
Email: [REDACTED]@eastrenfrewshire.gov.uk

From: [REDACTED]
Sent: 24 September 2025 12:58
To: [REDACTED]@eastrenfrewshire.gov.uk>
Subject: SQA Meeting

Hi [REDACTED],

I hope you are well.

My apologies- is there any way we could move our meeting to tomorrow, Thursday 25th?
Anytime that suits you.

Thanks [REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
Renfrewshire, East Renfrewshire, Inverclyde, East & West Dunbartonshire
Business Development UK & Ireland

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w:<http://www.sqa.org.uk>
Scottish Qualifications Authority
Optima, 58 Robertson Street, GLASGOW, G2 8DQ

From: [REDACTED]
Sent: 11 September 2025 13:06
To: [REDACTED]@eastrenfrewshire.gov.uk>
Subject: RE: SQA Centre

Hi [REDACTED]

Yes, of course. I will send an invite for 3pm if that suits.

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

Renfrewshire, East Renfrewshire, Inverclyde, East & West Dunbartonshire
Business Development UK & Ireland

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

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

Scottish Qualifications Authority

Optima, 58 Robertson Street, GLASGOW, G2 8DQ

From: [REDACTED] [@eastrenfrewshire.gov.uk](mailto:[REDACTED]@eastrenfrewshire.gov.uk)>

Sent: 11 September 2025 12:52

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

Subject: RE: SQA Centre

OFFICIAL

Thanks [REDACTED]

Is it possible to meet today? I'm now free for the rest of Thursday.

Thanks,

[REDACTED]

OFFICIAL

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

Sent: 09 September 2025 18:35

To: [REDACTED] [@eastrenfrewshire.gov.uk](mailto:[REDACTED]@eastrenfrewshire.gov.uk)>

Subject: RE: SQA Centre

Hi [REDACTED]

No need to apologise, I can imagine how busy you are- I know the feeling.

I have availability for a Teams meeting (20/30mins should be long enough):

- Thur 11th Sept (11pm onwards)
- Friday 12th Sept (10am)
- Tuesday 16th Sept (am)
- Mon 22nd Sept (pm)
- Wed 24th Sept (am)

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

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m: [REDACTED]@sqa.org.uk

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

Scottish Qualifications Authority

Optima, 58 Robertson Street, GLASGOW, G2 8DQ

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

Sent: 05 September 2025 14:09

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

Subject: RE: SQA Centre

OFFICIAL

Hi [REDACTED]

I've been trying to get confirmation of the SEED code.

Sorry I missed you this week with getting our Schools set-up with various things. Would it be possible to meet week beginning 8th September?

Thanks,

[REDACTED]

From: [REDACTED]

Sent: 26 August 2025 16:35

To: [REDACTED]@eastrenfrewshire.gov.uk>

Subject: RE: SQA Centre

Hi [REDACTED]

Thanks for this.

Will the new centre have a seed number?

I'm available for a MS Teams meeting:

- Monday 1st Sept (PM)
- Tuesday 2nd Sept (AM)
- Wed 3rd Sept (PM)

Let me know if any of these dates suit.

Thanks,

[REDACTED]

[REDACTED]

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m: [REDACTED]@sqa.org.uk

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

Scottish Qualifications Authority
Optima, 58 Robertson Street, GLASGOW, G2 8DQ

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

Sent: 15 August 2025 11:31

To: [REDACTED]@sqa.org.uk>; [REDACTED]@sqa.org.uk>

Subject: RE: SQA Centre

OFFICIAL

Hi [REDACTED]

Meeting to explain the situation should help but I'll try and explain too.

Williamwood High School in ERC has set-up what we're calling communication service for pupils with varying needs which are all copy records (Status 2) from other Schools that they are actually on the roll of. We're looking to get this new service set-up as a SQA Centre so that the Service can enter pupils for National Qualifications and Units. What would be the process for doing this?

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 26 August 2025 16:35
To: [REDACTED]@eastrenfrewshire.gov.uk>
Subject: RE: SQA Centre

Hi [REDACTED]

Thanks for this.

Will the new centre have a seed number?

I'm available for a MS Teams meeting:

- Monday 1st Sept (PM)
- Tuesday 2nd Sept (AM)
- Wed 3rd Sept (PM)

Let me know if any of these dates suit.

Thanks,

[REDACTED]

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m: [REDACTED]@sqa.org.uk
w:<http://www.sqa.org.uk>
Scottish Qualifications Authority
Optima, 58 Robertson Street, GLASGOW, G2 8DQ

From: [REDACTED]@eastrenfrewshire.gov.uk>
Sent: 15 August 2025 11:31
To: [REDACTED]@sqa.org.uk>; [REDACTED]@sqa.org.uk>
Subject: RE: SQA Centre

OFFICIAL

Hi [REDACTED]

Meeting to explain the situation should help but I'll try and explain too.

Williamwood High School in ERC has set-up what we're calling communication service for pupils with varying needs which are all copy records (Status 2) from other Schools that they are actually on the roll of. We're looking to get this new service set-up as a SQA Centre so that the Service can enter pupils for National Qualifications and Units. What would be the process for doing this?

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 13 August 2025 14:05
To: [REDACTED]@eastrenfrewshire.gov.uk>; [REDACTED]@sqa.org.uk>
Subject: RE: SQA Centre

Hi [REDACTED],

Thank you for your email.

Yes, I will be more than happy to help.

If I could gather some initial information, then I can either meet with yourself or the centre direct. What School is it?

Thanks,

[REDACTED]

[REDACTED]

[REDACTED]

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

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Optima, 58 Robertson Street, GLASGOW, G2 8DQ

From: [REDACTED] <[REDACTED]@eastrenfrewshire.gov.uk>
Sent: 12 August 2025 13:49
To: [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: RE: SQA Centre

OFFICIAL

Great thanks!

OFFICIAL

From: [REDACTED] <[REDACTED]@sqa.org.uk>
Sent: 12 August 2025 13:08
To: [REDACTED] <[REDACTED]@eastrenfrewshire.gov.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: RE: SQA Centre

Afternoon [REDACTED]

Many Thanks for getting in contact.

My colleague [REDACTED], who is SQA [REDACTED] for East Renfrewshire, is best place to help you with this, so I have copied him into this email and he will be in contact with you directly.

Regards, [REDACTED]

[REDACTED]
[REDACTED]

m: [REDACTED] <[REDACTED]@sqa.org.uk> | w: <http://www.sqa.org.uk>
Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

[REDACTED]

From: [REDACTED] <[REDACTED]@eastrenfrewshire.gov.uk>
Sent: 12 August 2025 11:40
To: [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: SQA Centre

OFFICIAL

Hi [REDACTED]

[REDACTED] shared your contact details with me which I hope you don't mind.

I'm hoping you can help, one of our Schools has opened up an ASN Service as a separate centre and we're wondering about setting that site up as a SQA Centre to allow the pupils to be entered for National Qualifications, is that something you can help with or know who can.

Thanks,

[REDACTED]

[REDACTED]

Education Services | East Renfrewshire Council
Barrhead HQ | 211 Main Street | Barrhead | G78 1SY
Email: [REDACTED] [@eastrenfrewshire.gov.uk](mailto:[REDACTED]@eastrenfrewshire.gov.uk)