Code of Practice Governance Group

Date:	Monday 23rd March 2020
Time:	11.30 – 12.30
Location:	MS Teams
Members:	Fiona Robertson, Gill Stewart, Jean Blair, James Morgan, Liz McGrath
Attending:	Robert Quinn, Margot McKerrell, Alistair Wylie
Apologies:	Nil

Notes of the meeting

Please note – Coursework and Communications discussion took place at 4pm, GS was not available for 4pm meeting and MMcK was not in attendance.

Item	Topic
13.1	**Notes of previous meeting** The notes were reviewed and all but one action closed regarding the record of our scenario planning to 18th March – see point 13.4 below.
13.2	**Alternative Certification Model (ACM) - Update** JM updated the group on further work completed by the team on the proposed model and how it might work across components and levels. CoPGG discussed the how various factors might impact on reliability and compared potential approaches with RoUK. CoPGG discussed the current approach and guidance on Estimates and agreed to review this in line with the eventual requirements of the ACM and the requirement to compare data over time, to obtain rank order data and qualitative input from centres. The place of Coursework in Estimates and evidence for Appeals was also noted. CoPGG also discussed the need to validate our model and then the data and outputs with external partners and stakeholders. **Action: JM to continue to develop the options including assumptions made and likely dependencies by 27th March.** **Action: there will be further discussion on Coursework at CoPGG later today led by JB & RQ.** **Action: AW to provide communications on H & AH Coursework for issue today/tomorrow.**
13.3	**Review of Potential PRS Paper** AW presented his paper advising the model would be based on our current Exceptional Circumstances process and recommended the stand up of a project team as soon as possible. CoPGG discussed the likely uptake of any PRS system and our future operating capacity and concluded that wider system understanding and support will be crucial thus engagement will be a big factor in developing our model. CoPGG agreed that this would form one of the projects needed to deliver NQ Diet 2020. **Action: JB to share overarching governance and project proposition by eop**

	Wednesday 25th March.
13.4	**Review of Scenarios/Contingencies** This strand of work is now complete.
13.5	**NQ Quality Assurance** MMcK presented her paper to CoPGG highlighting two options and recommending the second option which involved postponing quality assurance activity until later in 2020. CoPGG thanked MMcK for her paper and discussed the potential impact of this on SQA and the wider system especially with regard to PRS. **Action - MMcK to revisit the assumptions and options in her paper and return to the next CoPGG with her recommendation.**
13.6	**Coursework (at 4pm)** RQ presented a paper to CoPGG with several options on the approach we could take to our use of coursework as an input to our ACM. CoPGG reflected on the recommended option and also on alternative evidence for PRS model. **Action: RQ to amend paper to reflect discussions and return to the next meeting with a recommended option.** JB provided an overview of N5 Coursework volumes and uplifts to date noting that the deadline for submission had passed and a significant proportion of coursework was yet to be received and noted the distribution of this across subjects and centres. She described the next steps in the procedural programme and how aspects of routine operations would not be possible – for example, central marking. Robust remote solutions were in the process of being devised and tested. CoPGG discussed the current position and issues and agreed that Planning for NQ Diet 2020 as noted in point 13.3 above would progress this and continuing review at CoPGG was needed until a recommendation was agreed. **Action: JB to raise questions on contamination relating to coursework being sent out and back for marking through SG contact.**
13.7	**Communications – Coursework** CoPGG discussed the paper and slight amends agreed. **Action – engagement with key stakeholders prior to the release of these communications to take place on 24th March.**
	Date of next meeting – 25th March 2020.