Code of Practice Governance Group

Date: Tuesday 14th & Wednesday 15th April 2020
Time: 16.00-17.00
Location: MS Teams
Members: Fiona Robertson, Gill Stewart, Jean Blair, John McMorris, James Morgan, Liz McGrath
Attending: Sue Pope, Robert Quinn, [redacted], David Falconer, Margot McKerrell
Apologies:

Note - Please note that the meeting on 14th April ran until after 6pm and a session for 15th April was arranged to complete the Agenda. Items 20.1 and 20.2 were completed. Item 20.3 was also completed, and an amended paper provided on 15th April to allow editing and consultation to proceed.

Item	Topic
20.1	**Notes of the previous meeting** The notes were approved and all actions either ongoing or complete.
20.2	**ACM – Agreeing the Model** JM described the work carried out to establish the body of historical data that we will use for the model for 2020 noting the variation of uptake across subjects and centres. CoPGG discussed moderation and how awarding in bands versus grades might impact across the various elements of the system. CoPGG also noted the focus on ensuring that we support and trust centres to provide estimates that are consistent, accurate and evidenced to ensure that moderation is minimised. All agreed that our approach, the rules of engagement and operation needs to be carefully considered, documented and communicated [redacted]. **Redacted under s36** **Action – JM to provide appropriate historical data to LA/Centres to assist in the overall estimating process and will explore with ADES how a standard dataset can be provided by end of April.** **Action – JM to provide a fully documented model including options appraisal for CoPGG before presentation to next Qualifications Committee on 1st May.**
20.3	**ACM – Guidance on Estimates** SP and RQ presented their paper on refining estimate bands where Model 3 is recommended as the refined band estimate model for Diet 2020 to allow sufficient granularity for awarding. They highlighted the point on the subdivision of Band 1 and noted that at grade A, 80% of Estimates are consistent with the final outcome, higher than at all other grades. Engagement with around fifty stakeholders has been carried out and further engagement and refinements continue. SP and RQ also presented their paper on Estimates Guidance and described the progress they had made in the last week. CoPGG recognised the early stage the guidance was at and general discussion took place on the content. CoPGG focused on several points including around the suggested, tiered approach to the submission and sign off of estimate data. CoPGG thanked RQ and SP for their papers and discussed the options and how behaviours and judgement might be reflected in the range of bands used. CoPGG agreed with the recommendation that Model 3 should be used. **Action – [redacted]. Redacted under s36 RQ and SP to provide**

	CoPGG with a more developed draft in due course. **Action – JB to provide further data on 'Sitting At' candidates to help inform the future development of guidance.** *As at 15th April, it was noted that the latest version of the Guidance is now with a number of key stakeholders for advice.*
Agenda point 20.4 on were covered on 15th April as the session on evening of 14th April ran over on the first two points.	
20.4	**Post Certification Review of Results for Graded National Courses in Diet 2020** RQ and AW presented the paper highlighting the points around grounds for appeal and working in partnership with centres noting the proposal in the paper and the similarities to previous Appeals and existing Exceptional Circumstances arrangements. A key point noted is that SQA engages with centres not candidates or parents or carers. CoPGG thanked RQ and AW for their paper. There was broad discussion on current and previous post certification, exceptional circumstances and malpractice arrangements. CoPGG noted that our focus will be on adherence to the stated procedure [redacted]. **Redacted under s36** **Action – RQ and AW to develop an operational alternative through the 2020 Awarding Programme to ensure we have options in the event of extended lockdown.** **Action – MMcK to provide a paper on Appeals on the for CoPGG by 28th April.**
20.5	**NQ Assessment Arrangements** MMcK presented her paper and covered the main points and recommendation in the paper noting that the arrangements related only to external assessments. There are normally 60,000 requests and there are currently 40,000 in the system with a deadline of 17th April. There is no requirement for any further requests and data is not needed. Data cut is incomplete (based on previous year) thus we should not retain the data as it is not valid. MMcK's recommendation is that the system is then closed for 2020. CoPGG thanked MMcK for her update and advised we should be sure of the potential uses for this data before we archive/destroy and agreed that we should not ask centres to complete this task if we have no use for the data in our ACM this year. **Action – include NQAA in the communication on 20th April in line with the recommendation in the paper.**
20.6	**2020 Awarding Programme Overview** JB presented the paper outlining our programme of work to enable us to deliver 2020 Awarding. The recommendation is that CPG will continue to monitor and there would be additional project/programme meetings set up to ensure decision making and progress is achieved. JB will be the SRO. CoPGG agreed this was a valid proposal. **Action – JB to provide regular updates on progress in due course.**
20.7	**Communications** All agreed that we must ensure that communications to all audiences are suitably delivered in the next few weeks. The ACM approach, options appraisal and decision making will be key.

	Normal operational comms on AA and EC to go out this week to allow space on Monday for Guidance. **Action – HC and JMcM to provide a non-technical communication to describe ACM, Estimates and Appeals and the general end to end process to be published alongside the technical detail to CoPGG for final review on Friday 17th April for publication on Monday 20th April.** **Action – HC to send Guidance on Estimates to the BoM via Corporate Office and RQ to attend to BoM to support the discussion.**
	Date of next meeting – 22nd April 2020.