Code of Practice Governance Group

Date: Thursday 19th March 2020
Time: 08.30 – 09.30
Location: CE Office, Optima/Lowden/MSTeams
Attending: Fiona Robertson, Gill Stewart, Jean Blair, James Morgan, Alistair Wylie, Liz McGrath, Robert Quinn (part)

Please note this was an extraordinary meeting of the group to assist in COVID-19 Contingency Planning and the previous meeting notes were not addressed due to this focus. They will be addressed in due course.

Item	Topic	Action
12.1	FR welcomed the group and updated on her recent conversations with ministers to the effect that there will not be a 2020 examination diet and that we are tasked with providing a robust model of certificating the achievements of candidates that will provide results to candidates by 4th August 2020. **Review of EEM Paper** The model outlined in the paper was discussed and the general consensus of the group was that if we receive the evidence that we have asked for to the timelines we have in place then we can deliver the model. There are clear constraints to our model but we will work through these; for example, where there is no coursework we will need an estimates only refinement. James and team will continue to test and refine the model and note the assumptions and risks. Points to note – ▪ CoPGG agree this is the best approach but also aware that it does not meet the full Code of Practice under normal circumstances but we have ministerial direction to provide an alternative certification model. ▪ We will consider how we validate the model and which stakeholders are key as it is important to raise public confidence in the model. ▪ We will be working with other regulators and FR will continue to be in contact with Ofqual / CCEA / QW. ▪ A clear model of governance is needed and COPGG should meet regularly to govern and document our approach. ▪ Need to communicate with all parts of the system especially where there are exceptions – e.g. with the lower uptake/practical subjects Actions – JM and RPSS to continue to refine the model and FR to continue with her communications activities. Corporate office to arrange weekly CoPGG meetings **As at 23/03/20 - Actions ongoing so noted and closed.**	JM JR
12.2	**Review of Potential PRS Paper** The paper and the scenarios suggested were discussed and all agreed we should explore the different factors that will be encountered and build a robust Post Result Service based on, but not bound by, our existing PRS and EC processes and guidance. Points to note – ▪ Other regulators/AB may be offering a 'postponed' diet however on balance we agree we should explore EEM plus robust PRS as our offer ▪ We will have to provide clear guidance on rules of engagement and scope and capacity of this system to retain equity and practicability ▪ The importance of alternative evidence was discussed. ▪ There should be symmetry in the service meaning that grades could go down as well	

	as up. ▪ Priority should be for H and AH levels. Action - AW, RW and DF to further develop the paper for early w.c. 23rd March. **As at 23/03/20 – further paper provided and discussed. A project will be established to take this work forward. Action closed.**	AW
12.3	**Review of Scenarios/Contingencies** This final paper from David Falconer will now be reviewed by Monday so it stands as a record of our work so far and intention to provide documentation for audit/committee purposes. Action – paper to be revised to reflect a final position for this stage of contingency planning as at close of play Wednesday 18th March. **Action - Paper to be updated as at close of play Wednesday 18th March and submitted to CoPGG.**	JB JB
12.4	**Communications** FR shared DFM comms plan and her intended statement and next steps. CoPGG agreed this was appropriate. Points to Note JB link to IMT. FR will issue a public statement to go out and call with MMT and note to all staff at noon – watch the DFM then follow up with our statement. JB – are we making enough reference to colleges? FR confirmed several mentions and we have our HNVICG now in place. FR – discussed with Steven Quinn and agreed we need to leave our stated deadlines as they are but encourage early submission but can't pull forward. All agreed this point. FR - do we need to comm specifically with Appointees for specific subjects? Via IMT and JF also to reiterate deadlines stay the same. What about N4? If you haven't completed all of your units what do you do (NPAs too). We can't separate out N4 certification but NPAs etc are separate. Need some messages for N4 and on evidence gathering for units. Action - FR will consider if we can/should we use the Quals Contingency Group as a sounding board/vehicle/barometer of public confidence. **As at 23/03 – ongoing consideration of how to best involve/communicate with and instil confidence in partners is taking place. This action closed.**	FR
	Date of next meeting – Monday 23rd March 2020	