ANNEX A

INDEX OF ENCLOSURES

No.	Description	Date	Explanation of redactions	Clause
1	FW: NQ21 QA ACM WG meeting 25 May	24 May 2021 16:30	Personal information	38(1)(b)
1.1	Attachment: Agenda - NQ 2021 Stakeholder Working Group Meeting		Personal information	38(1)(b)
2	FW: CERG papers and chair's brief	26 May 2021 13:54	Personal information	38(1)(b)
2.1	Attachment: agenda		-	-
3	FW: CPG - 27th May	27 May 2021 10:26	Personal information	38(1)(b)
4	FW: National Qualifications in 2021 - NQ21 Group	27 May 2021 17:44	Personal information	38(1)(b)
4.1	Attachment: NQ21 Agenda 28 May 2021		Personal information	38(1)(b)
5	FW: NQ21 QA ACM WG meeting 1 June	31 May 2021 13:53	Personal information	38(1)(b)
5.1	Attachment: Meeting Note QA ACM WG 25 May 2021		Personal information	38(1)(b)
5.2	Attachment: Agenda Stakeholder QA ACM WG 1 June 2021		Personal information	38(1)(b)
6	FW: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting	01 June 2021 15:40	Personal information	38(1)(b)
6.1	Attachment: Attachment: Agenda for Update Metting with SQA and Scottish Government (3 June 2021) Final ET (003)		Personal information	38(1)(b)
7	Agenda: COVID-19 Education Recovery Group	3 June 2021 09:00 – 10:00	-	-
8	Agenda: COVID-19 Education Recovery Group – Draft Minutes of meeting 57, Thursday 03 June 2021	03 June 2021	Personal information	38(1)(b)
9	RE: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting	03 June 2021 16:30	Personal information	38(1)(b)
10	FW: NQ21 QA ACM WG meeting 8 June	07 June 2021 14:07	Personal information	38(1)(b)
10.1	Attachment: Meeting Note QA ACM WG 1 June 2021		Personal information	38(1)(b)

Please note: where only a selection of the attachments to emails have been included, this is due to the other attachments being out of scope of this request.

Enclosure 1: FW: NQ21 QA ACM WG meeting 25 May

From: [Redacted s38(1)(b)@@sqa.org.uk>
Sent: 24 May 2021 16:30
To: [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)] @sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@@sqa.org.uk>; [Redacted s38(1)(b)] @ayrshire.ac.uk; Jean Blair <Jean.Blair@sqa.org.uk>; [Redacted s38(1)(b)] schools.scot>; [Redacted s38(1)(b)@gov.scot>; [Redacted s38(1)(b)] @southlanarkshire.gov.uk>; [Redacted s38(1)(b)@gov.scot>; [Redacted s38(1)(b)] @eis.org.uk>; [Redacted s38(1)(b)] @dundeeandangus.ac.uk>;< [Redacted s38(1)(b)] @scis.org.uk>; [Redacted s38(1)(b)] @hsog [Redacted s38(1)(b)].co.uk>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)@gov.scot>; [Redacted s38(1)(b)@gov.scot>; [Redacted s38(1)(b)@sqa.org.uk>; [Redacted s38(1)(b)@sqa.org.uk>
Subject: NQ21 QA ACM WG meeting 25 May

Good afternoon

Please find attached the following:

Revised minutes of working group meeting on 12 May
Minutes of working group meeting 18 May
Agenda for working group meeting 25 May
Copy of the presentation shared at meeting on 18 May on course modifications 2022

Agenda item 3- Disruption to Learning- incomplete evidence contingency
Contingency arrangement for incomplete assessment evidence

Agenda item 4- Milestone plan and associated communication
Summary report for NQ21 Group
ACM comms timeline

Agenda item 5- Aide memoire and examples of records for advising candidates of provisional results
Revised aide memoire for discussions or comms with learners on provisional results
Sample SEEMIS report

Kind regards
[Redacted s38(1)(b)]

[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
e: [Redacted s38(1)(b)] @sqa.org.uk| **w:** http://www.sqa.org.uk

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

Enclosure 1.1: Agenda - NQ 2021 Stakeholder Working Group Meeting

NQ 2021 Stakeholder Working Group Meeting

Meeting to be held on 25 May 2021.

Agenda

Item	Topic	Paper
1	Welcome and apologies	JB
2	Previous Minutes	Revised meeting Note NQ QA ACM 2021 12 May 2021-Issued Meeting Note NQ QA ACM 2021 18 May 2021-Issued
3	Disruption to Learning- incomplete evidence contingency	[Redacted s38(1)(b)] / [Redacted s38(1)(b)]
4	Milestone plan and associated communication	[Redacted s38(1)(b)]
5	Aide memoire and examples of records for advising candidates of provisional results	[Redacted s38(1)(b)]
6	Update on the national quality assurance exercise	[Redacted s38(1)(b)]
7	AOB- Education Scotland update on progress of publication of review of local authority approaches to quality assurance	OB

Enclosure 2: FW: CERG papers and chair's brief

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** CERG
Sent: 26 May 2021 13:54
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: CERG <CERG@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; Wilson M (Mick) <Mick.Wilson@gov.scot>
Subject: CERG papers and chair's brief

Hi [Redacted s38(1)(b)]
Please see chair's brief and papers for CERG tomorrow, for Ms Somerville to note, ahead of the pre-meet with Cllr McCabe this afternoon.

There is additional to follow, by way of management information (data) which EAS colleagues compile, but this is typically not available until later on Wednesday afternoon. Once this is available, the full pack of papers will issue to members.

[Redacted information not in scope]

Best wishes
[Redacted s38(1)(b)]

[Redacted s38(1)(b)]
COVID-19 Education Recovery Group (CERG) Secretariat
Learning Directorate | Scottish Government

Enclosure 2.1 – Attachment: agenda

COVID-19 EDUCATION RECOVERY GROUP

27 May 2021 1000 – 1115

AGENDA

PART I: 15 minutes

1) Welcome from Chair and introductions

2) Minutes of previous meeting CERG 55 [Paper 1]

PART II: 55 minutes

3) Data monitoring/feedback (25 mins)
- MI data [Paper 2a]
- Weekly feedback [Paper 2b]

4) Update on Contingency Planning working group (15 mins)
5) Health and Wellbeing Census [Paper 3] (10 mins)
6) Short update on Qualifications (5 mins)

PART II: 5 minutes

7) AOB

Enclosure 3: FW: CPG - 27th May

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 27 May 2021 10:26
To: [Redacted s38(1)(b)]@bigpartnership.co.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: CPG - 27th May

Hi folks, attached please find updated scorecard following this morning's meeting:

[Redacted s38(1)(b)]*[Redacted s38(1)(b)]Operations Planning*

Enclosure 4: FW: National Qualifications in 2021 - NQ21 Group

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 27 May 2021 17:44
To: Fiona Robertson <fiona.robertson@sqa.org.uk>; Fiona Robertson <fiona.robertson@sqa.org.uk>; 'Jim Thewliss' <jim.thewliss@sls-scotland.org.uk>; Director of Learning <DirectorofLearning@gov.scot>; 'McDaid, Tony' <Tony.Mcdaid@southlanarkshire.gov.uk>; 'Larry Flanagan' <lflanagan@eis.org.uk>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; Jean Blair <Jean.Blair@sqa.org.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; 'Steven Quinn' <steven.quinn@renfrewshire.gov.uk>; John.Edward@scis.org.uk; 'anne.campbell@ayrshire.ac.uk' <anne.campbell@ayrshire.ac.uk>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; 'NPFS Renfrewshire' <renfrewshire@npfs.org.uk>; [Redacted s38(1)(b)]@sypmail.org.uk>; [Redacted s38(1)(b)]@syp.org.uk>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>
Cc: [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: RE: National Qualifications in 2021 - NQ21 Group

Good evening colleagues

Please find attached papers for tomorrow's meeting, apologies for the delay.

Thanks

[Redacted s38(1)(b)]

-----Original Appointment-----
From: Fiona Robertson <fiona.robertson@sqa.org.uk>
Sent: 08 March 2021 13:56
To: Fiona Robertson; 'Jim Thewliss'; 'DirectorofLearning@gov.scot'; 'McDaid, Tony'; 'Larry Flanagan'; 'Malcolm.Pentland@gov.scot'; Jean Blair; Gill Stewart; [Redacted s38(1)(b)]@gov.scot; Alan.Armstrong@educationscotland.gov.scot; 'Steven Quinn'; John.Edward@scis.org.uk; [Redacted s38(1)(b)]; 'anne.campbell@ayrshire.ac.uk'; 'Gorman G (Gayle'; [Redacted s38(1)(b)]; 'NPFS Renfrewshire'; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; Ollie.Bray@educationscotland.gov.scot; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]l
Cc: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]@gov.scot'
Subject: National Qualifications in 2021 - NQ21 Group

Enclosure 4.1: Attachment: NQ21 Agenda 28 May 2021

National Qualifications 2021

Date:	Friday 28 May 2021
Time:	09:15 – 10:30
Location:	MS Teams
Members:	Fiona Robertson; Jim Thewliss; Tony McDaid; John Edward; David MacDonald; [Redacted s38(1)(b)]; Steven Quinn; Larry Flanagan; Graeme Logan; Jean Blair; Gayle Gorman; Anne Campbell;
Attending:	[Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]
Apologies:	Malcolm Pentland; Gill Stewart

Agenda

Item	Topic	Action	Lead
28.1	Welcome & notes from previous meeting	Attached	FR
28.2	Appeals 2021	Discussion	FR
28.3	NQ21 Working Group Update – including: Support for centres: sharing provisional results	Attached	JB
28.4	Incomplete Evidence Criteria, CRWIA and EIA	Attached	[Redacted s38(1)(b)]
28.5	Young People Support – Engagement Plans	Attached	GL
28.6	Communications and engagement	Attached	[Redacted s38(1)(b)]
28.7	Next Steps/AOB	Discussion	All
	Date of next meeting – Friday 04 June 2021		

Enclosure 5: FW: NQ21 QA ACM WG meeting 1 June

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 31 May 2021 13:53
To: [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@ayrshire.ac.uk; Jean Blair <Jean.Blair@sqa.org.uk>; [Redacted s38(1)(b)]@dundeeschools.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@southlanarkshire.gov.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@eis.org.uk>; [Redacted s38(1)(b)]@dundeeandangus.ac.uk>; [Redacted s38(1)(b)]@scis.org.uk>; [Redacted s38(1)(b)]@hsog.co.uk>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: NQ21 QA ACM WG meeting 1 June

Good afternoon

Please find attached the following:

Revised minutes of working group meeting on 12 May
Revised minutes of working group meeting on 18 May
Draft minutes for working group meeting on 25 May
Agenda for working group meeting 1 June

Kind regards,
[Redacted s38(1)(b)]

[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
QA (NQ), Operations
m: 07[Redacted s38(1)(b)] | e: [Redacted s38(1)(b)]@sqa.org.uk | w: http://www.sqa.org.uk
Scottish Qualifications Authority
24 Wester Shawfair, DALKEITH, Midlothian EH22 1FD

Enclosure 5.1: Attachment: Meeting Note QA ACM WG 25 May 2021

Notes of NQ 2021 Stakeholder Working Group Meeting 25 May 2021

Attendees: Jean Blair (Chair) (SQA), [Redacted s38(1)(b)] (EIS), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SLS), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SCIS) left at 15:24, [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (Colleges Scotland), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA) left at 15:31, [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (Colleges Scotland) left at 15:00, [Redacted s38(1)(b)] (SQA) left at 15:31, Gill Stewart (SQA).

Apologies: [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (Scotgov), [Redacted s38(1)(b)] (ADES and RICs), Ollie Bray (Education Scotland), [Redacted s38(1)(b)] (SCIS), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA).

Previous Minutes

Revisions to minutes of 12 May and 18 May -
References to [Redacted s38(1)(b)]to be corrected to [Redacted s38(1)(b)].

Revision to minutes of 18 May-
Pg.5 *Concern expressed about the impact of COVID-19 on music.* To be broadened to encompass all practical subjects. [Redacted s38(1)(b)]to suggest wording of revision.

AOB

Letter to signpost support to learners to be circulated to members before going to the NQ21 steering group on Friday.
Please send any feedback to [Redacted s38(1)(b)].

Disruption to Learning- incomplete evidence contingency

Chair (Jean Blair) expressed thanks to the members involved in the paper on contingency arrangement for incomplete evidence contingency.

Discussion

- Candidate(s) should be replaced by learner(s) throughout the document.
- Paper sets out the rationale very clearly.

Section: Context and Rationale

- Suggest that the phrase '*..so unable to gain an award*' should be added in paragraph 1. Wording to be considered and revised.
- Paragraph 1- consider whether the phrase *'on account of the kinds of circumstances outlined below'* should be removed.
- Paragraph 2- centres are best placed to decide the best course of action for learners. '*where this has not been possible, centres should consider carefully and decide in…'* The insertion in red would be helpful.
- Final sentence in paragraph 2 to be deleted as no need to express so explicitly.
- It is difficult to quantify the numbers that may be involved. Consequently, suggest that we replace *'the number of…will be very small'* with *'relatively few learners will need…'*
- There is no expectation for learners to study over the summer. The EQIA should be amended to reflect that.

Section: Eligibility

- Add comment around the fact that centres can consider alternative arrangements for certification, including alternative qualifications, make the options clear.
- The statement '*particularly for COVID related reasons',* in the paragraph before the bullet points, should be removed.
- The bullet point on hospitalisation should be replaced by '*medical condition'.*
- Should a bullet point on mental health issues be included in the list at the top of page 2? Should be clear that physical and mental illness is treated equally. It comes back to the idea of 'extreme disruption'. Learners' mental health could mean that they have been unable to complete the evidence.
- The wording that exists in Exceptional Circumstances guidance to be checked as it could be used in this context.
- SQA will not be asking for evidence - the centre should be satisfied by the reasons why the learner is unable to complete the evidence by 25 June. It is sufficient for centres to state that they accept the circumstances.
- In the final bullet point, reference to *'digital exclusion'* should be removed. There are many other reasons why learners have been unable to participate in remote learning and centres are likely to have knowledge of learners' individual circumstances.
- The sentence beginning *'It should not include candidates who…'* following the list on page 2 should be removed.

Section: How and when the evidence would be gathered

- There was discussion around whether the e-Sgoil provision should be included as learners who have been unable to access remote learning will still be unable to do so. However, as this would be in place when learners return to school, it could be accessed during the school day and would, therefore, benefit those learners.
- Members agreed that the word 'however' should be placed at the beginning of the sentence- *'However, an e-Sgoil provision will…'*.
- The e-Sgoil provision is another option for learners as we strive to give them as many opportunities as possible.

Next Steps

- [Redacted s38(1)(b)]to make suggested changes and circulate paper following the meeting.
- Members must respond with any feedback within the day to [Redacted s38(1)(b)] as timelines are very tight.

Milestone plan and associated communication

Introduction

The paper ACM comms timeline v2 has been updated to reflect comms from Stage 3 and beyond. There is also a list of all the messages that have already been issued.
Centres will be reminded to share provisional results with learners before 25 June.
Consideration will be given as to how and when to issue the aide memoire. The date for appeals is to be confirmed. The paper will be updated to include them when known.

Discussion

- [Redacted s38(1)(b)] advised that SSTA had asked for the hard work of teachers to be recognised in a further thank you message.
- The proposed appeals model (Stage 5) is being discussed with the Scottish Government.
- The member representing the Scottish Government was asked if communication around the £400 payment and associated guidance could be issued as soon as possible.
- Agreed that the milestone paper was more helpful than the summary report.
- The key document to be issued next is the incomplete evidence contingency.

Next Steps

Update the ACM comms as required.

Aide memoire and examples of records for advising candidates on provisional results

Overview

The revised aide memoire has been circulated to members as well as an example SEEMiS report.
Need to consider where the aide memoire should be stored and how it should be issued.
The Liaison Team is in the process of gathering feedback on schools and local authorities about their plans for communicating provisional results to learners. The feedback is mixed with a variety of approaches being taken across local authorities including the use of electronic mediums, such as SEEMiS reports being proposed. There may be a lack of clarity about what is expected.
Timing- most respondents said that the provisional results would need to be shared at the end of term, to allow time for completion of QA processes. It was acknowledged that time for learners and parents/carers to come back and discuss if necessary would be helpful.

Discussion

- Due to the practicalities of the quality assurance processes, it is difficult for schools to issue the provisional results much before the 25 June.
- A national approach is not being advocated but would like to encourage a similar consideration.
- It is necessary for the NQ21 working group to respond to requests from centres for more guidance. The fact that this is in response to such requests should be stated in the paper's introduction.
- There is a need to acknowledge and comply with GDPR when issuing provisional results.
- Suggest that at the start of the paper, it includes there will be a short time after the provisional results are issued where learners can contact their Guidance teacher/tutor.
- The first sentence of the first paragraph is a little abrupt. Suggest that it should be reworded to *' The following are the key areas to cover within a series of conversations/written communications with and to learners and parents/carers.'*
- Suggest that the second bullet point should say, *' The provisional result is a professional judgement by the teacher based on demonstrated attainment from the assessment evidence.'*
- This is not an SQA paper. Although SQA has coordinated it, it is not appropriate for them to tell centres how to communicate with learners and parents/carers.
- As it is an NQ21 communication, could it be issued as an appendix to the communication?
- It could be stored on the SQA website as long as clear that it is an NQ21 document. This would make it more accessible for centres who already access the website frequently and it would be less likely that the message gets lost.

Next Steps

[Redacted s38(1)(b)]to make the suggested changes.
Any further comments should be sent to [Redacted s38(1)(b)]
The Liaison Team to gather more feedback this week.
Members to send any further examples of records if possible.

National quality assurance exercise- update

Overview

Guidance to centres on the QA process was issued on 23 April, and since then there have been over 500 enquiries received by the helpdesk, all responded to within 24 hours. There has been a close working relationship with centres where the guidance has been well received.
Selection requests were released on 28 April - mostly random with some non-random when required eg if a centre was presenting a subject for the first time. All centres were included, with selections on a proportionate basis, and only one subject per level.
42% were sent through the digital upload. In general, centres were very positive about the digital upload and have requested that this be an option going forward.
A couple of centres did not meet the deadline but were given the required support and now 99.9% of evidence for selections have been submitted.
All selections have been reconciled and were sent out to appointees at the end of last week.
The appointee portal, including training, is open and has received positive feedback.
Appointees have been well supported by the qualification teams.
Exemplification meetings with Principal Assessors have begun.
Feedback to centres will begin to be sent in the next two days, with the key messages due w/c 7 June.
Centres need to take on board the specific feedback and key messages before submitting provisional results.
Thanks has been expressed to centres in SQA's Centre News. Members asked to pass on grateful thanks to all centres for working with SQA to undertake the quality assurance review.

Next Steps

[Redacted s38(1)(b)]to provide update at working group meeting w/c 7 June.

AOB

Update on Education Scotland review of local authority quality assurance - we are still waiting for the publication date of the ACM Report. Still likely to be this week and will update members of the working group by email when the date is available.

Agenda for next meeting on 1 June

Course modifications 2022
Appeals
Aide Memoire and examples of approach to advising candidates of provisional results - update.

Area	Action	Owner	Update
Previous Minutes	Previous minutes sent for review.	ALL	Revised minutes of 12 and 18 May to be reviewed. Minutes of 25 May to be reviewed.
Appeals Process	Comments or suggestions to Michael Baxter.	[Redacted s38(1)(b)]	Incorporating feedback from the NQ21 ACM working group, an update on the draft model was presented at the board meeting on 29 April and the steering group on 30 April. Any comments should be sent to Michael Baxter. [Redacted s38(1)(b)]agreed to find out how to engage with the school counsellors on the issue of supporting learners over the Summer. [Redacted s38(1)(b)]will update the working group at the beginning of June.

Area	Action	Owner	Update
Approach to National Quality Assurance	Comments and/or suggested amendments to [Redacted s38(1)(b)].	[Redacted s38(1)(b)]	The National QA Guidance for Centres document has been shared with the group. 99.9% of selections have been submitted. All selections have been reconciled and began to be sent out to appointees at the end of last week. The appointee portal, including training, is open and has received positive feedback. Feedback to centres will begin to be sent in the next two days, with the key messages due w/c 7 June. Centres need to take on board the specific feedback and key messages before submitting provisional results. Thanks has been expressed to centres in SQA's Centre News. Members asked to pass on grateful thanks to all centres for working with SQA to undertake the quality assurance review.
Disruption to Learning	[Redacted s38(1)(b)]to make suggested changes and circulate paper following the meeting. Members must respond with any feedback within the day to [Redacted s38(1)(b)] as timelines are very tight.	[Redacted s38(1)(b)]	Draft paper- contingency arrangement for incomplete assessment evidence circulated to members on 24/05.

Area	Action	Owner	Update
Digital Question Papers	Papers to be made available. Liaison with [Redacted s38(1)(b)]on chrome books.	[Redacted s38(1)(b)]	
Communications-key milestones	Stage 3 to be updated and circulated to members. Additional dates to be added. Members of the group to receive a summary of the communications released by SQA. Update the ACM comms as required.	[Redacted s38(1)(b)]	The paper ACM comms timeline v2 has been updated to reflect comms from Stage 3 and beyond. There is also a list of all the messages which have already been issued. NQ21 summary paper also circulated. When and how to share provisional results with learners and appeals are to be confirmed. The paper will be updated to include them when known.
Exemplar template for advising on provisional results	Liaison Team to ask SQA coordinators to share any examples. Members to send any examples to [Redacted s38(1)(b)] [Redacted s38(1)(b)]to make the suggested changes. Any further comments should be sent to [Redacted s38(1)(b)]	[Redacted s38(1)(b)]	The revised aide memoire has been circulated to members as well as an example SEEMiS report.

Area	Action	Owner	Update
Named contact in centre	Centres should provide a named contact. If there is an issue with this, a local authority contact should be given. Comms to be issued reminding centres of the guidance to support the service and a list of things to check when entering data.	Jean Blair/ [Redacted s38(1)(b)]	
Education Scotland- review of local authority quality assurance		Ollie Bray/ [Redacted s38(1)(b)]	We are still waiting for the publication date of the ACM Report. Still likely to be this week and will update members of the working group by email when the date is available.
Support for learners	Letter to signpost support to learners to be circulated to members before going to the NQ21 steering group on Friday. Please send any feedback to [Redacted s38(1)(b)]at Scottish Government.	[Redacted s38(1)(b)]	

Enclosure 5.2: Attachment: Agenda Stakeholder QA ACM WG 1 June 2021

NQ 2021 Stakeholder Working Group Meeting

Meeting to be held on 1 June 2021.

Agenda

Item	Topic	Paper
1	Welcome and apologies	JB
2	Previous Minutes	Revised meeting Note NQ QA ACM 2021 12 May-Issued Revised Meeting Note NQ QA ACM 2021 18 May-Issued Meeting Note NQ QA ACM 2021 25 May-Issued
3	Course modifications 2022	[Redacted s38(1)(b)]
4	Appeals	GS
5	Incomplete evidence contingency	[Redacted s38(1)(b)]
6	Supporting information for centres for informing learners of provisional results	[Redacted s38(1)(b)]
7	AOB	

Enclosure 6 – FW: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 01 June 2021 15:40
To: Michael Baxter <Michael.Baxter@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>;[Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting

Hi,

Please find attached updated agenda for the meeting with SQA & Scottish Government on Thursday 3 June with apologies from [Redacted s38(1)(b)] (Scottish Government) as he is unable to attend due to another commitment.

Regards
[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
[Redacted s38(1)(b)]Corporate Office
[Redacted s38(1)(b)]**t:** 0345 2[Redacted s38(1)(b)]| **e:** [Redacted s38(1)(b)]@sqa.org.uk | **w:** http://www.sqa.org.uk
Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

Enclosure 6.1 – Attachment: Agenda for Update Meeting with SQA and Scottish Government (3 June 2021) Final ET (003)

SCOTTISH QUALIFICATIONS AUTHORITY

Meeting: Update meeting with SQA & Scottish Government

Date: Thursday 3 June 2021

Time: 10.30 – 12.00

Location: MS Teams Meeting

Attending:

SQA
Mike Baxter, [Redacted s38(1)(b)], [Redacted s38(1)(b)], [Redacted s38(1)(b)]

Scottish Government
[Redacted s38(1)(b)], [Redacted s38(1)(b)]

Apologies:
[Redacted s38(1)(b)], [Redacted s38(1)(b)], [Redacted s38(1)(b)] & [Redacted s38(1)(b)]

Agenda

1. **2020-21 Outturn and Annual Report and Accounts**

2. **2021-22 Outlook**
   - Local Authority Levy

3. **Spending Review preparation**

4. **Funding of Smarter Working in FY 21/22 and beyond**

5. **Governance**
   - Update on Board Appointment Process
   - Update on publication of the Business Plan

6. **AOB**

Enclosure 7: Agenda: COVID-19 Education Recovery Group

COVID-19 EDUCATION RECOVERY GROUP

3 JUNE 2021 0900 – 1000

AGENDA

PART I: 5 minutes

1) Welcome from Chair

2) Minutes of previous meeting CERG 56 [Paper 1]

PART II: 50 minutes

3) Data monitoring/feedback (15 mins)
- MI data [Paper 2a]
- Weekly feedback [Paper 2b]

4) Feedback from Advisory Sub Group and Contingency Planning working group (15 mins)
5) Update on ELC [Paper 3] (10 mins)
6) SQA update on Alternative Certification Model (10 minutes)

PART II: 5 minutes
7) AOB and next meetings – 10 and 17 June

Enclosure 8: Agenda: COVID-19 Education Recovery Group – Draft Minutes of meeting 57, Thursday 03 June 2021

C-19 Education Recovery Group
Minutes of meeting 57, Thursday 03 June 2021

Attendees

- Shirley-Anne Somerville MSP, *Cabinet Secretary for Education and Skills (Chair)*
- Councillor Stephen McCabe, *Children and Young People spokesperson, Convention of Scottish Local Authorities (COSLA)* (co-Chair)
- Sam Anson, *Deputy Director, Scottish Government*
- Jean Blair, *Scottish Qualifications Authority*
- Jane Brumpton, *Chief Executive, Early Years Scotland*
- [Redacted s38(1)(b)], *Education Scotland*
- Alison Cumming, *Interim Director of Early Learning and Childcare, Scottish Government*
- Greg Dempster, *Association of Headteachers and Deputes in Scotland (AHDS)*
- Sheena Devlin, *Executive Director, Perth & Kinross Council (ADES)*
- Andrew Drought, *Deputy Director, Scottish Government*
- Jamie Dunlop, *Scottish Youth Parliament*
- Larry Flanagan, *Educational Institute of Scotland (EIS)*
- [Redacted s38(1)(b)], *CoSLA*
- [Redacted s38(1)(b)], *MSYP, Scottish Youth Parliament*
- Gayle Gorman, *Chief Executive and Chief Inspector, Education Scotland*
- Gillian Hamilton, *Education Scotland*
- Clare Haughey MSP, *Minister for Children and Young People*
- Carrie Lindsay, *President, Association of Directors of Education in Scotland (ADES)*
- Graeme Logan, *Director for Learning, Scottish Government*
- Janie McManus, *Education Scotland*
- Elizabeth Morrison, *Deputy Director, Scottish Government*
- Malcolm Pentland, *Deputy Director, Scottish Government*
- Fiona Robertson, *SQA*
- Pauline Stephen, *GTCS*
- Diane Stockton, *Public Health Scotland*
- [Redacted s38(1)(b)], *CoSLA*
- Jim Thewliss, *General Secretary, School Leaders Scotland (SLS)*
- Grace Vickers, *SOLACE*
- Margaret Wilson, *Chair, National Parent Forum of Scotland (NPFS)*

1. Introduction
The Cabinet Secretary welcomed everyone to the meeting and reminded everyone that, given the full agenda today, discussion will need to remain focused.

2. Minutes of the previous meeting
Any feedback from the draft minutes requested. As no comments made the Cabinet Secretary recommended collective approval.

3a. Data
Public Health Scotland shared an update on data from across Scotland. As with the previous week, there was an overall rise in cases recorded. Positive results were predominately recorded in the unvaccinated groups in society, including children. However, hospital admissions remained low. It was noted that new infections recorded were mainly due to the Delta variant. The statistics showed some consistent themes with the data published in England.
There was a slight decrease in the numbers of reported LFD tests taken by school-age pupils.
The percentage of teachers vaccinated has now been analysed and it is predicted that, with the new 8 weeks between jabs regime now in place, 85% of teachers will have been vaccinated by August this year, when schools start the next academic year. The background information required for monitoring for other school staff and for staff in ELC settings is not yet available but this is being followed up.
It was noted that it is still important that there is clear and regular messaging and communications about the protection levels and compliance with mitigating measures.

3b. Feedback from CERG members
Concerns were raised about the lack of visibility regarding progress and timescales for the additional payment for teachers associated with the ACM. Officials confirmed this is being taken forward and further information is to be published in the near future. The payment had been agreed to be awarded after the assessment period had been completed.

4. Update from the Advisory Sub-Group and Contingency Planning working group
Advisory Sub-Group
An update was given by officials. The last meeting had included items on vaccinations policy and the use of face coverings in schools. An offer was made for a similar discussion led by vaccination colleagues at a future CERG meeting, which was welcomed.
Given increased uncertainty regarding the delta variant, the policy on face coverings is recommended to remain in place until the end of term and until further information is available.

[Comment- [Redacted s38(1)(b)] – June 8 2021
We may want to give away a bit less on this, given the conclusion reached?]
The meeting had also considered the issue of school leavers' events and a potential modification to guidance to permit senior phase 'milestone' events such as end-of-

school proms. Advice from the subgroup suggested that any such adjustment would need to be aligned with guidance for community events. Advice also recommended no change for primary schools given the range of creative solutions already in place.

Concern was raised by members on mixed messaging and the relative lateness of any change. Many local authorities had already given schools the message of no events to be held, and schools were adhering to this and were designing alternatives. It was agreed that LA and schools will follow their existing guidance, meaning events like proms and indoor events will not be encouraged. Events already planned in a safe manner and consistent with guidelines can go ahead.

Contingency Planning Group

An update was provided by officials. The approach agreed that as much certainty as possible would be communicated by end of June (with suitable caveats to explain that more detail would need to follow). The working assumption is that all areas will be in level 0 in August and mitigating measures in schools will gradually move to be in step with society levels. Schools will therefore be told that they should apply current mitigation measures in August for the start of the school year with a gradual move to an agreed baseline over the first term. The contingency working group will continue to work to identify a balanced and practical arrangements for easing protection measures from August onwards.
This approach was broadly welcomed by members.

5. Early Learning and Childcare settings

An update was presented to the meeting. The sector has responded well to the need for appropriate mitigating measures and work is now underway to identify whether and how to ease some measures over the summer for those settings that remain open. It is clear that some measures may have been disruptive and had an impact on the richness of the children's experiences. This would be taken into consideration as work continued to look at ways to peg mitigating measures to local levels of protection. The enhanced cleaning regimes have worked really well and the sector is looking towards embedding these in national standards in the longer term.

Members noted that mitigating arrangements could be complicated this year with schools opening for summer activities and with some schools being attached to ELC settings which are open as normal. It was agreed that coherence in the guidance to both settings was critical and that publication would ideally be as dovetailed as possible.

The current training programme is being refreshed and it was agreed that it was important that training time for staff must be factored in to the working day wherever possible.

6. Update on Alternative Certification Model

The new appeals process is planned to be opened once the provisional grades are released. Young people leaving to enter the workplace or going on to further education will be prioritised with completion date of appeals consideration being set for 7 September for these categories. There is also a contingency plan in place for

those young people whose assessment period has been particularly disrupted, with a later certification opportunity with provisional results being submitted by September. All learners will be receiving a letter from SQA explaining what support will be available to them and additional information on the appeals process will be published shortly.

Concern was expressed that there is currently no clear indication on the approach that universities would take over conditional offers. It was noted that a statement from Universities Scotland had been released and this would be circulated to members.

Any other business
No matters were raised and the meeting concluded

Next meeting: 10 June 2021

***Enclosure 9:* RE: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting**

From: Michael Baxter <Michael.Baxter@sqa.org.uk>
Sent: 03 June 2021 16:30
To: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: RE: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting

[Redacted s38(1)(b)]

Thanks and amends made below

Kind Regards
Mike Baxter
Director of Finance and Corporate Services
Scottish Qualifications Authority
t: 0345 [Redacted s38(1)(b)]| **m:** 07[Redacted s38(1)(b)]
e: michael.baxter@sqa.org.uk| **w:** http://www.sqa.org.uk
Scottish Qualifications Authority
24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

From: [Redacted s38(1)(b)]@gov.scot <[Redacted s38(1)(b)] @gov.scot>
Sent: 03 June 2021 14:41
To: [Redacted s38(1)(b)]@sqa.org.uk>; Michael Baxter <Michael.Baxter@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: RE: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting

Here's a quick read out from today's catch-up – let me know if you have any additions / suggested changes

Thanks
[Redacted s38(1)(b)]
2020-21 Outturn and Annual Report and Accounts

- Audit on-going – expect this to take further 2 weeks
- Draft Management letter on Audit Committee agenda 14 June – no major issues and management responses included

2021-22 Outlook

- On Charging – letter being prepared to send to Local Authorities. Mike to share draft with SG

- [Redacted s38(1)(b)]to speak to [Redacted s38(1)(b)]on Monday re-draw down
- SQA will review forecast for 21-22 at the end of Q1, this should be available at the end of July

Spending Review preparation

- SG to keep SQA updated on SR, and if this will be 1 yr or 3 yr
- SQA developing a Medium Term Financial outlook that will help inform SR discussions /future SR discussion

Funding of Smarter Working in FY 21/22 and beyond

- As part of the transition back to the office SQA is reviewing office space and use of office space. To provide SG with a business case if there is a need to reallocate resources

Governance

- Board Appointments are being discussed with SG Public Appts Team and SQA Chair
- SQA Business Plan finalised and SQA considering publication

AOB

- Following discussion with EHRC, exploring proposal for section 23 agreement – this would require SQA to prepare an action plan on completion of EQIAs
- [Redacted s38(1)(b)]and [Redacted s38(1)(b)]to work together on offer from Fiona Robertson for a session for SG learning directorate colleagues

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 01 June 2021 15:40
To: Michael Baxter <Michael.Baxter@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>;[Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: Updated Agenda for Thursday 3/6 re SQA & Scottish Government meeting

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Regards
[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
[Redacted s38(1)(b)]Corporate Office
[Redacted s38(1)(b)]**t:** 0345[Redacted s38(1)(b)] | **e:** [Redacted s38(1)(b)]@sqa.org.uk | **w:** http://www.sqa.org.uk
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The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

Enclosure 10: FW: NQ21 QA ACM WG meeting 8 June

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 07 June 2021 14:07
To: [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@ayrshire.ac.uk; Jean Blair <Jean.Blair@sqa.org.uk>; [Redacted s38(1)(b)]<ghutton859@dundeeschools.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@southlanarkshire.gov.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@eis.org.uk>; [Redacted s38(1)(b)]@dundeeandangus.ac.uk>; [Redacted s38(1)(b)]@scis.org.uk>; [Redacted s38(1)(b)]@hsog.co.uk>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>
Subject: NQ21 QA ACM WG meeting 8 June

Good afternoon

Please find attached the following:

Minutes of working group meeting 1 June
Agenda for working group meeting 8 June
National Review of Local Authority Approaches to QA for ACM

Kind regards

[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
[Redacted s38(1)(b)]
QA (NQ), Operations

m: 07[Redacted s38(1)(b)] | **e:** [Redacted s38(1)(b)]@sqa.org.uk | **w:** http://www.sqa.org.uk
Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ

Enclosure 10.1: Meeting Note QA ACM WG 1 June 2021

Notes of NQ 2021 Stakeholder Working Group Meeting 1 June 2021

Attendees: Jean Blair (Chair) (SQA), [Redacted s38(1)(b)] (EIS), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SLS), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (Colleges Scotland), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (Colleges Scotland), Ollie Bray (Education Scotland), [Redacted s38(1)(b)] (SCIS), Gill Stewart (SQA), [Redacted s38(1)(b)] (ADES and RICs)

Apologies: [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SQA), [Redacted s38(1)(b)] (SCIS), [Redacted s38(1)(b)] (ScotGov), [Redacted s38(1)(b)] (SQA)

Previous Minutes

Minutes of 25 June accepted.

Course Modifications

[Redacted s38(1)(b)]summarised the content of the three papers (sent 31 May) detailing the suggested approach to the modifications of courses for 2021-22, and asked the Working Group to provide feedback to inform the completion of this work. Further meetings with teachers/lecturers are also taking place to gauge opinion.

Background

Course modifications for session 2021-22 are required to take account of the loss of learning and restrictions on time as learners move into the next academic year. All key stakeholders agree that some adjustments are still required to free up space for consolidation of learning.

Key points from the papers include:

- The default position is that the agreed modifications put in place last session, after an extensive consultation exercise, remain in place for session 2021-2022.
- This will be the case for the majority of National Courses and includes the retention of the optionality introduced for the Added Value Unit assessment for all National 4 courses.
- The partial rollback/adjustment or additional clarification for some practical/performance subjects, taking account of public health advice. Practical/performance subjects will still have material modifications for session 2021-22.

- The reinstatement of coursework elements (assignments) primarily for subjects where the knowledge and/or skills are deemed key to offering equality of opportunity or to support progression, in the interest of learners and where there are no public health constraints to this activity. Other agreed content modifications for these subjects will remain in place. Some further engagement with NQSTs is taking place with respect to the social subjects where the proposed approach for Geography differs from the other social subjects.
- Clarification around question paper optionality/content requirements for 2022.

Discussion/Feedback

- Communication is needed very soon for the reassurance of centres, many of which are changing timetables just now. A message in this week's SQA News is needed.
- Feedback from Geography teachers/lecturers indicates that they prefer to being aligned with the approach for Environmental Science ie no assignment
- Whilst the EIS is in favour of coursework/continuous assessment there is a risk of relying on coursework if the exam diet is cancelled again, as teachers and lecturers will have to internally deal with coursework and exam components
- Some centres have submitted completed coursework as supplementary evidence as part of the national QA exercise and some learners have clearly engaged well. Also, these subjects may have some reductions/modifications in the question paper components.
- It was suggested that the findings of the OECD review regarding continuous assessment may necessitate further change at some stage in the future.
- Almost all NQs already have some form of coursework, which is different from RoUK
- There are practical considerations before approaches can be agreed, namely 'operational validation' within SQA to ensure that the modifications are workable
- Background planning is taking place just now for the exam timetable and certification dates for 2022
- Contingency plans are being discussed in case of further cancellation of exams due to disruption

Next Steps

The next steps are to discuss these proposals with the SQA Operations Directorate, the NQ external steering group, SQA's Board of Management and Qualifications Committee. The aim is to publish the details of the modifications before the end of the school term.

A communication will go in SQA News 3 June to reassure centres.

Appeals

Communication is due for release tomorrow, and Gill Stewart thanked the group for its input.

To summarise:

- Learners have the right to appeal, without centres acting as 'gatekeepers'

- There are three grounds for appeal: academic judgement; unresolved admin issue; discrimination/bias (that has to be proven)
- There is no fee for appealing
- Grades can go up/down/remain the same ('symmetrical')
- Appeals will be based on demonstrated attainment
- The service for 'ordinary' appeals will be available from 25 June until 27 August
- There will be a priority service for those with conditional offers from universities/colleges/places of work.
- The timeline is dictated by UCAS requirements and is very tight
- The service for 'priority' appeals closes on 16 August. If learners wish to appeal between 10 and 16 August they have to do it via their centre. Centres need this information quickly.
- Centres don't need to process any appeals over the summer break but SQA will provide information as to which learners have made a direct appeal. This will help centres prepare materials
- Centres will be sent overnight 'feeds' as to which candidates have registered an intention to appeal
- The success of digital submission for the ACM (around 42%) augurs well for the digital submission of appeal materials, and should help with the tight timelines
- SQA is developing centre guidance with a planned publication window of the middle of June. This will outline broad principles, but not the detailed information on systems as they are under development
- SQA is developing learner guidance with a planned publication window of the middle of June
- It was suggested this may be a complex process for learners – a flow chart might help
- SQA is building a simple system for learners to use
- It's crucial that no learner is missed and gets the chance to appeal if they wish to, hence the need for time to reconcile learner requests with the closing date for priority appeals
- [Redacted s38(1)(b)]has been working on a letter on how the system will support learners over the summer as they await outcome(s)
- SQA will also signpost support on its website

Next Steps

[Redacted s38(1)(b)]will share further detail on the guidance next week

Incomplete Evidence Contingency

[Redacted s38(1)(b)]thanked everyone for their input. The criteria for using the contingency arrangement was supported at the Steering Group. Learners and parents/carers groups were asked for their views and agreed that the centre should decide on eligibility. Some Local Authorities have already indicated that they will need to use this service because of continued disruption.

A message will be issued tomorrow in addition to the appeals message.

Supporting information for centres for informing learners about provisional results

Jean Blair reported that the Steering Group thought that it should form part of a communication, rather than be a checklist. ADES, SLS, SCIS and Colleges Scotland will agree and disseminate a message through their networks on sharing provisional results.

Next Steps

Revised message will be circulated to the NQ 21 Groups for information.

AOB

Ollie Bray

Update on Education Scotland review of local authority quality assurance - we are still waiting for the publication date of the ACM QA Report but OB will update members of the working group by email before publication.

Agenda for next meeting on 8 June

- **Appeals Process – guidance for centres**

Area	Action	Owner	Update
Previous Minutes	Previous minutes sent for review.	ALL	Minutes of 1 June to be reviewed.
Appeals Process	Find out how to engage with the school counsellors on the issue of supporting learners over the Summer.	[Redacted s38(1)(b)]	Update provided by [Redacted s38(1)(b)].

Area	Action	Owner	Update
Disruption to Learning	[Redacted s38(1)(b)]to make suggested changes and circulate paper following the meeting. Members must respond with any feedback within the day to [Redacted s38(1)(b)] as timelines are very tight.	[Redacted s38(1)(b)]	Draft paper- contingency arrangement for incomplete assessment evidence circulated to members on 24/05.
Digital Question Papers	Papers to be made available. Liaison with [Redacted s38(1)(b)]on chrome books.	[Redacted s38(1)(b)]	
Communications- key milestones	Stage 3 to be updated and circulated to members. Additional dates to be added. Members of the group to receive a summary of the communications released by SQA. Update the ACM comms as required.	[Redacted s38(1)(b)]	The paper ACM comms timeline v2 has been updated to reflect comms from Stage 3 and beyond. There is also a list of all the messages which have already been issued. NQ21 summary paper also circulated. When and how to share provisional results with learners and appeals are to be confirmed. The paper will be updated to include them when known.

Area	Action	Owner	Update
Exemplar template for advising on provisional results	Liaison Team to ask SQA coordinators to share any examples. Members to send any examples to [Redacted s38(1)(b)] [Redacted s38(1)(b)]to make the suggested changes. Any further comments should be sent to [Redacted s38(1)(b)]	[Redacted s38(1)(b)]	The revised aide memoire has been circulated to members as well as an example SEEMiS report.
Named contact in centre	Centres should provide a named contact. If there is an issue with this, a local authority contact should be given. Comms to be issued reminding centres of the guidance to support the service and a list of things to check when entering data.	Jean Blair/[Redacted s38(1)(b)]	
Education Scotland- review of local authority quality assurance		Ollie Bray/[Redacted s38(1)(b)]	ACM report published 2.6.21

Area	Action	Owner	Update
Support for learners	Letter to signpost support to learners to be circulated to members before going to the NQ21 steering group on Friday. Please send any feedback to [Redacted s38(1)(b)] at Scottish Government.	[Redacted s38(1)(b)]	