ANNEX A

INDEX OF ENCLOSURES

No.	Description	Date	Explanation of redactions	Clause
01	Attachment: Word Document	09 November 2021	Some parts are out of scope; Free and Frank Exchange of Views	[30(b)(ii)]
02	Email RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS	07 February 2022 09:24	Personal Information	[38(1)(b)]
02.1	Attachment: PDF		Personal Information	[38(1)(b)]
03	NOTE OF MEETING BETWEEN THE CABINET SECRETARY FOR EDUCATION & SKILLS AND FIONA ROBERTSON CEO, SQA ON 26 MAY 2022	26 May 2022	Out of scope Personal Information	 [38(1)(b)]
04	Email RE: NQ partner comms group - advance reading	12 July 2022 10:59	Personal Information	[38(1)(b)]
04.1	Attachment: PowerPoint Presentation		Free and Frank Exchange of Views	[30(b)(ii)]
05	Email RE: Teacher Judgement	04 August 2022 14:41	Personal Information	[38(1)(b)]
06	Email RE: Further information	04 August 2022 16:02	Personal Information	[38(1)(b)]
07	Email RE: Methodology Report - for sharing	08 August 2022 17:01	Personal Information	[38(1)(b)]
07.1	Attachment: Word Document		Information otherwise accessible	[25(1)]

Enclosure 01 – Attachment: Word Document

MINUTES OF MEETING BETWEEN CABINET SECRETARY FOR EDUCATION AND SKILLS AND CHIEF EXAMINING OFFICER
Tuesday 9th November 2021

Present: Cabinet Secretary for Education and Skills, Fiona Robertson, Chief Examining Officer, Clare Hicks, Director for Education Reform, Scottish Government

[Redacted – out of scope]

National Qualifications 2022

Ms Robertson noted that SQA had undertaken consultation with a range of stakeholders including those sitting on the NQ22 group regarding the approach to grading which the SQA would take in 2022, following the decision to return to exams. This is a difficult and complex issue. The decisions in England and Wales has been to treat 2022 as a transition year in terms of standards, with the aim of a return in 2023 to an approach to standards like that of 2019.

[Redacted: s30(b)(ii)]

Ms Somerville noted that continued engagement across the system was important to understand how stakeholders would react to the SQA's decisions in this area.

[Redacted – out of scope]

Next meeting

The date of the next regular meeting is to be agreed.

Clare Hicks
Education Reform
9th November 2021

Enclosure 02 – Email RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 07 February 2022 09:24
To: fiona.robertson@sqa.org.uk
Cc: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Subject: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

Please find attached a letter from Shirley-Anne Somerville, Cabinet Secretary for Education & Skills.

Many thanks,

[Redacted s38(1)(b)] (she/her)
[Redacted s38(1)(b)]T: 0131 244 [Redacted s38(1)(b)] | E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

Enclosure 02.1 – Attachment: PDF

Cabinet Secretary for Education and Skills
Shirley-Anne Somerville MSP

T: 0300 244 4000
E: scottish.ministers@gov.scot

Scottish Government
Riaghaltas na h-Alba
gov.scot

Fiona Robertson
Chief Examining Officer, Scottish Qualifications Authority

fiona.robertson@sqa.org.uk

7 February 2022

Dear Fiona

Thank you for your letter dated 31 January.

The arrangements to support learners taking National 5, Higher and Advanced Higher courses this academic year have been under discussion for some time, in various forums including the National Qualifications 2022 Steering Group and Working Group, through contact with my officials and most recently when we met on 19 January.

I am grateful for the efforts and perseverance of the SQA in this, particularly your work with stakeholders to establish an approach that recognises the ongoing challenges faced by learners this year but also maintains the credibility and integrity of the qualifications themselves. I commend your focus in wanting *"to provide the best support for learners in yet another exceptional year, in which there has been disruption to learning and anxiety about exams."*

While the number of full and partial school closures has been small, it is clear that many secondary schools have experienced extreme disruption in the wave of the Omicron variant - particularly in the first half of January - in relation to both student and teacher absences. In the college sector, learners had to revert to a universally remote learning model, rather than a hybrid model, since late December. In that context, I am pleased that the SQA Board agreed to invoke Scenario 2. While we all hoped that the contingencies for this year's approach to exams would not be needed, the fact Scenario 2 has been invoked demonstrates the importance of contingency planning in the face of the ongoing unpredictability of the pandemic.

The approaches to appeals, exceptional circumstances and grading will also provide reassurance to learners who are nervous about their first formal experience of exams, which has been exacerbated by the ongoing disruption caused by the pandemic.

Thank you for setting out in detail the Board's considerations in respect of appeals, specifically the risks associated with the approach agreed. You mentioned the important role of the wider education sector and the risks relating to volume of appeals and the need to manage expectations. I know that you, and the Board, will continue to monitor and manage

the risks around the appeals process, including contingency planning, and would ask that you keep my officials updated.

My officials will continue to work with you and your colleagues to ensure delivery of National Qualifications and appeals in another exceptional year, including where they can provide support. I know you will keep me appraised of progress through our regular meetings to provide me with assurance that delivery of exams remains on track and retains public confidence.

[Redacted s38(1)(b)]

SHIRLEY-ANNE SOMERVILLE

Enclosure 03 – NOTE OF MEETING BETWEEN THE CABINET SECRETARY FOR EDUCATION & SKILLS AND FIONA ROBERTSON CEO, SQA ON 26 MAY 2022

In attendance: Cabinet Secretary for Education and Skills, Fiona Robertson, Laura Murdoch (SG), [Redacted s38(1)(b)] (SG), [Redacted s38(1)(b)](SG).

1. National Qualifications delivery

[Redacted: out of scope]

Grade boundary meetings commence on 6 June and end on 8 July.

[Redacted: out of scope]

Action 1: SQA to keep SG officials sighted on communications relevant to the exam diet in the run-up to Results Day.

[Redacted: out of scope]

Enclosure 04 – Email RE: NQ partner comms group - advance reading

From: John Booth <John.Booth@sqa.org.uk>
Sent: 12 July 2022 10:59
To: [Redacted s38(1)(b)]@nus-scotland.org.uk>; [Redacted s38(1)(b)]@educationscotland.gov.scot' <[Redacted s38(1)(b)]@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@ea.n-ayrshire.sch.uk' <[Redacted s38(1)(b)]@ea.n-ayrshire.sch.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@collegesscotland.ac.uk' <[Redacted s38(1)(b)]@collegesscotland.ac.uk>; 'Jim.Thewliss@sls-scotland.org.uk' <Jim.Thewliss@sls-scotland.org.uk>; 'John.Edward@scis.org.uk' <John.Edward@scis.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; '[Redacted s38(1)(b)]@universities-scotland.ac.uk' <[Redacted s38(1)(b)]@universities-scotland.ac.uk>; [Redacted s38(1)(b)]@ucas.ac.uk' <[Redacted s38(1)(b)]@ucas.ac.uk>; [Redacted s38(1)(b)]@ucas.ac.uk' <[Redacted s38(1)(b)]@ucas.ac.uk>; [Redacted s38(1)(b)]@ucas.ac.uk' <[Redacted s38(1)(b)]@ucas.ac.uk>; [Redacted s38(1)(b)]@sds.co.uk' <[Redacted s38(1)(b)]@sds.co.uk>; [Redacted s38(1)(b)]@sds.co.uk' <[Redacted s38(1)(b)]@sds.co.uk>; '[Redacted s38(1)(b)]@universities-scotland.ac.uk' <[Redacted s38(1)(b)]@universities-scotland.ac.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; 'south.ayrshire@npfs.org.uk' <south.ayrshire@npfs.org.uk>; 'south.lanarkshire@npfs.org.uk' <south.lanarkshire@npfs.org.uk>; [Redacted s38(1)(b)]@renfrewshire.school' <[Redacted s38(1)(b)]@renfrewshire.school>; [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)]@outlook.com' <[Redacted s38(1)(b)]@outlook.com>
Subject: NQ partner comms group - advance reading

Morning

Ahead of tomorrow's meeting, a few slides for you to read and digest (please note the confidential marking). I'll run through these briefly at the start of the meeting but would like to focus most of our time on discussing the questions at the end.

I know many there are a few people unable to attend tomorrow so please feel free to send any thoughts to me.

Thanks
John
John Booth
Director of Communications
Scottish Qualifications Authority
twitter: @johnbooth224 | email: john.booth@sqa.org.uk | website: http://www.sqa.org.uk

Enclosure 04.1 – Attachment: PowerPoint Presentation

[Redacted: s30(b)(ii)

Enclosure 05 – Email RE: Teacher Judgement

From: [Redacted s38(1)(b)]
Sent: 04 August 2022 14:41
To: [Redacted s38(1)(b)]@sqa.org.uk>
Subject:

Hi [Redacted s38(1)(b)], hope you are well, a thought came to me after the end of the meeting earlier this afternoon

I remember back in school dealing with a situation with a parent who didn't realise that it was teachers who set and marked exams (they thought it was SQA employees !– they were not clear what was meant by subject specialists)

Is it worth reinforcing and clarifying in any comms that it was teachers who set estimates, it was teachers who set the exams and it was teachers who marked the exams – ie teacher judgment, teacher feedback are what the whole process and results are based on – don't think this line can be overstated

Just a thought

[Redacted s38(1)(b)]
[Redacted s38(1)(b)]I [Redacted s38(1)(b)]I Education Scotland

Enclosure 06 – Email RE: Further information

From: Director of Learning <DirectorofLearning@gov.scot>
Sent: 04 August 2022 16:02
To: Fiona Robertson <fiona.robertson@sqa.org.uk>; Director for Education Reform <DirectorforEducationReform@gov.scot>
Cc: [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bradley J (Jennifer) <Jennifer.Bradley@gov.scot>
Subject: RE: Further information

Thanks Fiona – much appreciated. When [Redacted s38(1)(b)] shares the SIMD data I'd be grateful if he uses this copylist, so that the EAS and SAC policy colleagues noted above can include advice on the attainment gap in the material we send to Cab Sec tonight.

Best wishes
Graeme.

From: Fiona Robertson <fiona.robertson@sqa.org.uk>
Sent: 04 August 2022 15:55
To: Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>
Cc: [Redacted s38(1)(b)]@sqa.org.uk>
Subject: Further information
Importance: High

Graeme, Clare

Following our meeting today, I have authorised [Redacted s38(1)(b)] to send you the data on grade boundaries, in confidence. This would not normally be shared in advance of results day, but I am happy to do so this year.

Information relating to attainment by SIMD is also on its way to you following my review, also in confidence. The equalities report covering attainment across a range of protected characteristics is being finalised.

Let me know if a call before the Cab Sec meeting tomorrow would be helpful.

Many thanks.

Fiona

Fiona Robertson
Chief Executive
Scottish Qualifications Authority

w: http://www.sqa.org.uk
The Optima Building, 58 Robertson Street, GLASGOW G2 8DQ | 24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD

Enclosure 07 – Email RE: Methodology Report - for sharing

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 08 August 2022 17:01
To: [Redacted s38(1)(b)]@gov.scot>
Subject: FW: Methodology Report - for sharing

[Redacted s38(1)(b)]
With apologies that this is much later than I had hoped please find attached a copy of our near-final Methodology Report. As [Redacted s38(1)(b)] note below indicates it is still subject to a few editing tweaks but these should not change the substance of the content.

Regards – and thanks for your patience.

[Redacted s38(1)(b)]

Policy, Analysis and Standards
t: 0345 213 [Redacted s38(1)(b)] | **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

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 08 August 2022 16:38
To: [Redacted s38(1)(b)]@sqa.org.uk>
Subject: Methodology Report - for sharing

Hi [Redacted s38(1)(b)]

Here is Methodology Report – still a few editing tweaks to be made that [Redacted s38(1)(b)] will fire over to you. And links to be added.

This can be shared with Scot Govt with caveat of still doing final editing.

Thanks

[Redacted s38(1)(b)]

Join us on

****
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postmaster@sqa.org.uk
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Enclosure 07.1 – Attachment: Word Document

[Redacted s25(1)]

NQ 2022 Awarding Methodology Report (sqa.org.uk)