

INDEX OF ENCLOSURES

No.	Description	Date	Explanation of redactions	Clause
01	Email RE: Briefing - Appeals	14 January 2022 17:14	Personal Information Information out of scope Free and frank exchange of views	S38(1)(b) - S30(b)(ii)
01.1	Attachment: Word Document		Information out of scope Free and frank exchange of views	- S30(b)(ii)
02	Word Document – SQA – Policy – Cabinet Secretary CEO SQA Meeting – 220119 – Briefing	17 January 2022 17:12	Personal Information Information out of scope Free and frank exchange of views Free and frank provision of advice	S38(1)(b) - S30(b)(ii) S30(b)(i)
03	Email RE Note to the First Minister From Ms Somerville - National Qualifications - Scottish approach to assessment and examination grading in session 2021-22	19 January 2022 18:04	Personal Information Information out of scope	S38(1)(b) -
03.1	Attachment: Word Document		Information out of scope	-

04	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 24th January	20 January 2022 12:52	Personal Information Information out of scope	S38(1)(b) -
04.1	Attachment – embedded word document		Information out of scope	-
05	Email RE RE: UK Education Ministers Council - Agenda and Papers for First Ministerial Meeting - 27 January 2022	26 January 2022 09:09	Personal Information	S38(1)(b)
05.1	Attachment: Word Document		Free and frank exchange of views	S30(b)(ii)
06	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 31st January	27 January 2022 12:50	Personal Information Information out of scope	S38(1)(b) -
06.1	Embedded Word Document		Information out of scope	
07	Email Re: Draft SQA communications for next week's NQ2022 announcement	28 January 2022 20:00	Personal Information	S38(1)(b)
07.1	Attachment: Word Document		Information out of scope	-
07.2	Attachment: Word Document		Information out of scope	-
07.3	Attachment: Word Document		Free and frank exchange of views	S30(b)(ii)
07.4	Attachment: Word Document		Information that is already accessible	S25(1)
08	Email RE Letter from Fiona Robertson to Cabinet Secretary for Education and Skills: Awarding 2022	31 January 2022 20:40	Personal Information	S38(1)(b)
08.1	Attachment: PDF		Information out of scope Free and frank	- S30(b)(ii)

			exchange of views	
08.2	Attachment: Word Document		Information that is already accessible	S25(1)
09	Email RE: SQA Documents for Statement	01 February 2022 12:31	Personal Information	S38(1)(b)
09.1	Attachment: Word Document		Information out of scope	-
09.2	Attachment: Word Document		Information out of scope	-
09.3	Attachment: PDF		Duplication of enclosure 8.2	-
09.4	Attachment: Word Document		Information that is already accessible	S25(1)
09.5	Attachment Word Document		Free and frank exchange of views	S30(b)(ii)
10	Email RE: SQA Documents for Statement	01 February 2022 13:28	Personal Information Duplication of enclosure 9 Free and frank exchange of views	S38(1)(b) - S30(b)(ii)
11	Email RE: Draft documents for Parliamentary Statement on National Qualifications	01 February 2022 14:06	Personal Information Information out of scope Free and frank exchange of views	S38(1)(b) - S30(b)(ii)

11.1	Attachment: Email		Information that is already accessible	S25(1)
12	Email – RE: FMQ Brief Commission Request - Education - Due 11am Monday 7th February	03 February 2022 13:18	Personal Information Information out of scope	S38(1)(b) -
12.1	Embedded Word Document		Information out of scope	-
13	Email RE: Draft documents for Parliamentary Statement on National Qualifications	07 February 2022 08:58	Personal Information Duplication of enclosure 11	S38(1)(b) -
13.1	Attachment: Email		Personal Information	S38(1)(b)
14	PDF – National Qualifications 2022 – Letter from Cabinet Secretary to Fiona Robertson, SQA			
15	Email – RE: EIS bi-lateral with Cab Sec - 22 February - briefing	18 February 2022 12:49	Personal Information	S38(1)(b)
15.1	Attachment – Word Document		Information out of scope Free and frank exchange of views	- S30(b)(ii)
15.2	Attachment – Outlook Item		Information out of scope	-
16	Email – RE: FOR INFO: UK Education Ministers Council - Note of First Ministerial Meeting - 27 January 2022	18 February 2022 13:36	Personal Information Information out of scope Free and frank exchange of views	S38(1)(b) - S30(b)(ii)

			Duplication of enclosure 5	-
17	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 21st February	17 February 2022 13:20	Personal Information Information out of scope	S38(1)(b) -
17.1	Embedded: Word Document		Information out of scope Personal Information	- S38(1)(b)
18	Email RE: FW: DFM IGR Group Deep Dive into Education and Skills - Briefing - 1 March 2022	23 February 2022 16:51	Personal Information	S38(1)(b)
18.1	Attachment: Word Document		Information out of scope	-
19	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 28th February	24 February 2022 12:32	Personal Information Information out of scope	S38(1)(b) -
19.1	Embedded: Word Document		Personal Information Information out of scope	S38(1)(b) -
20	Email RE: Cab Sec bi-lateral with SSTA - Wednesday 2 March – briefing	28 February 2022 11:37	Personal Information	S38(1)(b)
20.1	Attachment: Word Document		Free and frank exchange of views Information out of scope	S30(b)(ii) -
20.2	Attachment: Word Document		Information out of scope	
21	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 7th March	03 March 2022 13:19	Personal Information Information out of scope	S38(1)(b) -

21.1	Embedded Word Document		Personal Information	S38(1)(b)
22	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 14th March	10 March 2022 13:17	Personal Information Information out of scope	S38(1)(b) -
22.1	Embedded: Word Document		Information out of scope	-
23	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 21st March	17 March 2022 13:25	Personal Information Information out of scope	S38(1)(b) -
23.1	Embedded: Word Document		Information out of scope	-
24	Email RE: Briefing Pack: Cab Sec's bi-lateral teacher union meeting with VOICE - Tuesday 22nd March 2022	22 March 2022 11:34	Personal Information	S38(1)(b)
24.1	Attachment: Word Document		Information out of scope	-
25	Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 28th March	24 March 2022 12:37	Personal Information Information out of scope	S38(1)(b) -
25.1	Embedded Word Document		Information out of scope	-
26	Word Document – National Qualifications 2022 – submission to Cabinet Secretary on scenario 3 – 24 March 2022		Information out of scope Free and frank exchange of views	- S30(b)(ii)
27	Email – RE: Briefing Submission - Scottish Attainment Challenge Refresh Event - 30 March 2022	25 March 2022 15:44	Personal Information	S38(1)(b)
27.1	Attachment: Word Document		Information out of scope	-
27.2	Attachment: Word Document		Information out of scope	-
28	Email Re: EIS Request for an additional Inset Day	24 May 2022 16:34	Personal Information	S38(1)(b)
28.1	Attachment: Word Document		Personal Information	s38(1)(b)

			Free and Frank Exchange of Views	s30(b)(ii)
			Legal Advice	s36(1)
28.2	Attachment: Word Document		Personal Information	s38(1)(b)
29	Email RE: SQA Appeals Guidance	30 May 2022 17:32	Personal Information	s38(1)(b)
29.1	Attachment: Word Document			
29.2	Attachment: PDF			
30	Email RE: FW: SQA Priority Appeals & Conditional Offers	05 August 2022 13:12	Personal Information	s38(1)(b)
30.1	Attachment: Word Document		Information out of scope	-
31	Email: RE: SQA Appeals Guidance	15 June 2022 10:49	Personal Information	s38(1)(b)
31.1	Attachment: PDF		Information that is already accessible	S25(1)
32	Email RE: OFFICIAL SENSITIVE - Exam Results Day Briefing. Restricted statistics until 9:30am Tuesday 9 August	08 August 2022 19:25	Personal Information Information out of scope	s38(1)(b)
32.1	Attachment: Word document		Free and Frank Exchange of Views Information out of scope	s30(b)(ii)
33	Email RE: OFFICIAL SENSITIVE - Exam Results Day Briefing. Restricted statistics until 9:30am Tuesday 9 August	09 August 2022 17:11	Personal Information	s38(1)(b)
33.1	Attachment: Word Document		Information out of scope	
34	Email RE: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS	12 August 2022 15:59	Personal Information Free and Frank Exchange of Views	s38(1)(b) s30(b)(ii)

34.1	Attachment PDF		Information not in scope	
35	Email RE: FW: FOR RESPONSE: conditional places for students and priority appeals	15 August 2022 16:58	Personal Information Free and Frank Exchange of Views	s38(1)(b) s30(b)(ii)
36	Email RE: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS	16 August 2022 09:39	Personal Information	s38(1)(b)
37	Email RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS	16 August 2022 19:51	Personal Information	s38(1)(b)
38	Email RE: Cabinet Secretary Meeting with Fiona Robertson - 5 Sep 2022 – draft	01 September 2022 20:32	Personal Information Information out of scope	s38(1)(b)
38.1	Attachment: Word document		Information out of scope	
39	Email RE: OFFICIAL SENSITIVE: 130922 - Concurrent Risk Ministerial Briefing	08 September 2022 16:01	Personal Information Information out of scope	s38(1)(b)
39.1	Attachment: Word Document		Information out of scope	-
40	Email RE: OFFICIAL SENSITIVE: 080922 - Concurrent Risk Ministerial Briefing	13 September 2022 16:00	Personal Information Information out of scope	s38(1)(b)
40.1	Attachment: Word Document		Information out of scope	-
41	Email RE: SQA Results by Education Authority 2022 - Official Sensitive - Restricted Statistics until 9.30am on Tuesday 20 September 2022	14 September 2022 17:40	Personal information Information out of scope	S38(1)(b)
41.1	Attachment: Word Document		Information out of scope	-

42	Email RE: Draft briefing pack - First Minister's attendance at Conveners Group	24 October 2022 15:19	Personal Information Information out of scope	S38(1)(b) -
42.1	Attachment: pdf		Information out of scope	-
42.2	Attachment: Word Document		Information out of scope	-
42.3	Attachment: PDF		Information out of scope	-
42.4	Attachment: Word Document		Information out of scope	-
42.5	Attachment: Word Document		Information out of scope	-
42.6	Attachment: Word Document		Information out of scope	-
43	Email RE FW: Paper for the NQWG tomorrow	24 October 2022 15:19	Personal Information Information out of scope	s38(1)(b)
43.1	Attachment: Word Document		Information out of scope	-
44	Email RE: Cab Sec Meeting with SQA Briefing 27 October 2022	25 October 2022 18:40	Personal Information	s38(1)(b)
44.1	Attachment: Word Document		Free and Frank Exchange of Views Information out of scope	s30(b)(ii) -
45	Email RE: FW: Cab Sec Meeting with SQA Briefing 27 October 2022	26 October 2022 17:39	Personal Information	s38(1)(b)
45.1	Attachment: Word Document		Personal Information Free and Frank Exchange of Views Information out of scope	s38(1)(b) s30(b)(ii) -
46	Email RE 2022 National Qualifications: Estimates and Appeals	28 October 2022 16:32	Personal Information	s38(1)(b)

			Information out of scope	-
46.1	Attachment: PDF		Information out of scope	-
46.2	Attachment: PDF		Information that is already accessible	S25(1)
46.3	Attachment: Word Document			
47	Diary Invite with agenda: Meeting with SQA and Universities Scotland about Priority Appeals and Conditional Offers		Personal Information Information out of scope	s38(1)(b) -
47.1	Attachment: Word Document			
48	Email RE: 2022 National Qualifications: Estimates and Appeals	02 November 2022 14:31	Personal Information Free and Frank Exchange of Views Information out of scope	s38(1)(b) s30(b)(ii) -
48.1	Attachment: Word Document		Information that is already accessible	S25(1)
49	Email RE: Readout of SQA Qualifications Committee 2 November 2022	02 November 2022 15:05	Personal Information Free and Frank Exchange of Views Information out of scope	s38(1)(b) s30(b)(ii) -
50	Email RE: Publication of reports on estimates and appeals	03 November 2022 10:09	Personal Information	s38(1)(b)
50.1	Attachment: pdf		Information that is already accessible	S25(1)
50.2	Attachment: pdf		Information that is	S25(1)

			already accessible	
51	Email Re: FW: Meeting with SQA and Universities Scotland about priority appeals and conditional offers	04 November 2022 16:16	Personal Information Information out of scope	s38(1)(b) -
52	Email RE: 2022 National Qualifications: Estimates and Appeals	05 November 2022 09:50	Personal Information Free and Frank Exchange of Views Information that is out of scope	s38(1)(b) s30(b)(ii) -

Enclosure 01– Email RE Briefing - Appeals

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 14 January 2022 17:14

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Webster H (Helen) <Helen.Webster@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Livey D (David) <David.Livey@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: Briefing - [Redacted - out of scope] Appeals

Hi [Redacted s38(1)(b)]

There are a couple of updates to provide to Cabinet Secretary; for speed, I've incorporated them into this one email.

Response to Cabinet Secretary's queries on [Redacted – information not in scope] Appeals

Further to Cabinet Secretary's comments in the email below, I've attached responses which are incorporated into the comments function in the document.

NQ22 Group 14 January 2022 – readout

The NQ22 Group met today and covered [Redacted - information not in scope] Post Results Service and Communications. No papers were provided for the meeting.

The discussions tended to cross-over with different items on the agenda; here is a summary of the key points raised:

[Redacted - information not in scope]

[Redacted s.30(b)(ii)] [Redacted - information not in scope] [Redacted s.30(b)(ii)]

[Redacted - information not in scope]

[Redacted - information not in scope]

[Redacted - information not in scope]- SQA are still working to announce details of the Exceptional Circumstances and Post Results Service before the end of January.

Meeting with Chief Examining Officer – Wednesday 19 January – draft agenda

Cabinet Secretary is meeting Fiona Robertson for a pre-arranged catch-up next Wednesday; we would propose the following draft agenda but obviously welcome any feedback if Cabinet Secretary would like to cover other areas.

1. [Redacted - information not in scope] Development and communication of
[Redacted - information not in scope] Post-Results Service
[Redacted - information not in scope]

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Qualifications and Learner Pathways Unit | Education Reform Directorate |
Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 22 December 2021 12:49
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Webster H (Helen) <Helen.Webster@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Livey D (David) <David.Livey@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Briefing - [Redacted - information not in scope] Appeals

Hi [Redacted s38(1)(b)]

Ms Somerville has made a number of comments/questions on the attached. Grateful if you could consider and revert with further advice in due course.

Many thanks.

[Redacted s38(1)(b)]
Private Secretary to Cabinet Secretary for Education & Skills
T: [Redacted s38(1)(b)] | M: [Redacted s38(1)(b)] | E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 21 December 2021 17:06

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training

<MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director

for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning

<DirectorofLearning@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy)

<Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Webster H

(Helen) <Helen.Webster@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>;

Livey D (David) <David.Livey@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@gov.scot>; [Redacted s38(1)(b)]@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: Briefing - [Redacted - information not in scope]Appeals

PS/Cabinet Secretary for Education and Skills

Please find attached a briefing note providing [Redacted - information not in scope] and an update on their plans for the [Redacted - information not in scope] Post-Results/Appeals Services this year.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]Head of National Qualifications Team, Learning Directorate, Scottish

Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📞 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 01.1 – Attachment: Word Document

UPDATE ON NATIONAL QUALIFICATIONS - [Redacted - information not in scope] APPEALS

Purpose

1. To provide [Redacted - information not in scope] an update on their plans for the [Redacted - information not in scope] Post-Results Services this year.

Priority

2. Routine.
3. [Redacted - information not in scope]

[Redacted - information not in scope] Appeals

4. As previously outlined, [Redacted - information not in scope] SQA are also working to provide additional assurance for learners facing disruption through this year's [Redacted - information not in scope] appeals process.

5. More detail on the latest proposals for these services is set out below.

[Redacted - information not in scope]

Post-Results/Appeals

6. In recent exam years, SQA has offered a Post-Results service (which allows centres to seek a clerical check or marking review of a candidate's exam script). This replaced the previous evidence-based appeals process in 2014.
7. This year, SQA is proposing to implement an enhanced post-results service. This would allow any learner whose awarded result on 9 August was less than their teacher submitted estimate to have their exam result reviewed alongside evidence gathered by their centre. Following an independent/blind clerical check of the exam script and the centre submitted evidence by SQA appointees (i.e. without knowing the result from the examination or the estimate), the higher result would be awarded should the evidence provided be considered valid and justify the higher grade.
8. This generous approach of including consideration of evidence in appeals goes further than SQA's UK counterparts who are currently proposing to stick with their standard script checking approach.

9. The approach encourages learners to undertake the exam and demonstrate their achievements through normal assessment processes, whilst putting in place a mechanism to respond to the possibility that some learners may find the exam experience stressful and underperform due to cumulative impacts of pandemics and/or no exam experience.
10. SQA are working with members of the National Qualifications 2022 Group on the detail for how to take this forward and the resulting resource implications, and ensuring that such a service offers fairness across all learners (including those who do not access the service), as well as providing the right incentives around examination taking.
11. As was the case last year, this would include a direct right of appeal for learners and be provided free of charge. SQA have indicated that they would expect to meet the costs of this from within existing resources but this would be dependent on the numbers of learners wishing to use the service. We will continue to monitor the position and any associated budgetary implications.
12. Priority appeals would be carried out for any learners who require their results for immediate onward progression to college, university or employment.
13. Members of the National Qualifications 2022 Group are highly supportive of the above approaches in supporting learners facing disruption to their learning this year. They have been clear that results should be based on demonstrated rather than inferred attainment which would be subjective.

[Comments from Cabinet Secretary: [Redacted s30(b)(ii)]

[Comment from [Redacted s38(1)(b)] in response to comment from Cabinet Secretary: [Redacted s30(b)(ii)]

14. An Equality Impact Assessment (EQIA) is currently being developed by SQA.

Conclusion

15. The Cabinet Secretary is invited to note the latest position in relation to [Redacted - information not in scope] appeals.
16. Officials will continue to work with SQA on the communication of this with a view to announcing a package of measures in January covering [Redacted - information not in scope] appeals services, [Redacted - information not in scope]
17. A further update will be provided in January once more detail on these approaches and communication plans have been developed.

[Redacted s38(1)(b)]

Head of National Qualifications Team
21 December 2021

Appendix 1

[Redacted - information not in scope]

Enclosure 02: Word Document – SQA – Policy – Cabinet Secretary CEO SQA Meeting – 220119 – Briefing

Regular catch-up meeting with Fiona Robertson, SQA
Wednesday 19 Jan 2022, 1100 - 1200
Microsoft Teams meeting
Fiona Robertson, SQA
[Redacted - information not in scope]

Key messages

[Redacted - information not in scope]

Official support

Clare Hicks, Director of Education Reform – 07[Redacted s38(1)(b)]
[Redacted s38(1)(b)], [Redacted s38(1)(b)]- 07[Redacted s38(1)(b)]

Agenda

1. [Redacted - information not in scope] Development and communication of [Redacted - information not in scope]/Post-Results Service [Redacted - information not in scope]

Main objective

[Redacted - information not in scope]

Purpose of meeting

[Redacted - information not in scope]

[Redacted - information not in scope]

ITEM 2 Development and communication of [Redacted - information not in scope]/Post-Results Service

Issue/Background

13 Dec: SQA commits to confirm the position in terms of [Redacted - information not in scope]/Post-Results Service early in the New Year.

SQA are currently working through the operational detail of these services with partners on the NQ 2022 Group, and are developing a communication package covering this, [Redacted - information not in scope]. Officials are engaging closely with SQA on this and any decision making/ announcement, and will keep the Cabinet Secretary informed.

[Redacted - information not in scope]

Post-Results/Appeals Service

- SQA is proposing to implement an enhanced post-results service. This would allow any learner whose awarded result on 9 August was less than their teacher submitted estimate to have their exam result reviewed alongside evidence gathered by their centre. The higher result would be awarded should the evidence provided be considered valid and justify the higher grade.

- This generous approach of including consideration of evidence in appeals goes further than SQA's UK counterparts who are currently proposing to stick with their standard script checking approach.
- As was the case last year, this would include a direct right of appeal for learners and be provided free of charge. SQA have indicated that they would expect to meet the costs of this from within existing resources but this would be dependent on the numbers of learners wishing to use the service.
- Priority appeals would be carried out for any learners who require their results for immediate onward progression to college, university or employment.

[Redacted - information not in scope]

Key message(s)

- Recognise that SQA still working through operational detail
- [Redacted s.30(b)(ii)]

Suggested question(s)

[Redacted s.30(b)(i)]

Contact point

- [Redacted s38(1)(b)] – 07[Redacted s38(1)(b)]
- [Redacted s38(1)(b)] – 07[Redacted s38(1)(b)]

[Redacted - information not in scope]

Enclosure 03– Email RE Note to the First Minister From Ms Somerville - National Qualifications - Scottish approach to assessment and examination grading in session 2021-22

From: [Redacted s38(1)(b)]

Sent: 19 January 2022 18:04

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: RE: Note to the First Minister From Ms Somerville - National Qualifications - Scottish approach to assessment and examination grading in session 2021-22

Hi [Redacted s38(1)(b)]

Please find attached a briefing for the meeting with Mr Greer tomorrow.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s.38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills

Sent: 14 January 2022 14:52

To: [Redacted s38(1)(b)]@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: Note to the First Minister From Ms Somerville - National Qualifications - Scottish approach to assessment and examination grading in session 2021-22
Importance: High

Hi [Redacted s38(1)(b)]

You may recall that around the time of the note below to First Minister the Cab Sec was scheduled to meet with Ross Greer to discuss the same issue? [Redacted - information not in scope]

The meeting with Mr Greer has now been scheduled for this coming Thursday afternoon, Ms Somerville would welcome official support at that meeting and a short background brief on the key points to raise/discuss with Mr Greer. Can you confirm

who is best placed to attend meeting and for briefing to be with our office by Wednesday PM please?

Happy to discuss? Many thanks.

[Redacted s38(1)(b)] Private Secretary to Cabinet Secretary for Education & Skills
T: [Redacted s38(1)(b)] | M: [Redacted s38(1)(b)] | E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1
3DG

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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

[Redacted - information not in scope]

Enclosure 03.1 – Attachment: Word Document

[Redacted - information not in scope]

Key Messages: Schools best placed to provide tailored support for individuals who have experienced disruption to catch up on their learning and achieve their full potential. However, SQA is putting in place enhanced measure to support individual learners who have experienced significant disruption through the approach to grading, and their [Redacted - information not in scope] Post-Results/Appeals Service.

Agenda

1. [Redacted - information not in scope]
2. Post-Results/Appeals Service

Purpose of meeting

To provide an update on the delivery of the 2022 National Qualifications - particularly the [Redacted - information not in scope] Appeals services.

Post-Results/Appeals Service (after results have been published)

- SQA is proposing to implement an enhanced post-results service. This would allow any learner whose awarded result on 9 August was less than their teacher submitted estimate to have their exam result reviewed alongside evidence gathered by their centre. The higher result would be awarded should the evidence provided be considered valid and justify the higher grade.
- This generous approach of including consideration of evidence in appeals goes further than SQA's UK counterparts who are currently proposing to stick with their standard script checking approach.
- As was the case last year, this would include a direct right of appeal for learners and be provided free of charge. SQA have indicated that they would expect to meet the costs of this from within existing resources but this would be dependent on the numbers of learners wishing to use the service.
- Priority appeals would be carried out for any learners who require their results for immediate onward progression to college, university or employment.

This approach would need the whole system to work together to deliver given the tight timeframes involved.

[Redacted - information not in scope]

Enclosure 04: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 24th January

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 20 January 2022 12:52
To: [Redacted - information not in scope] [Redacted s.38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted - out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 24th January

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 24 January**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 04.1: Attachment – embedded word document

[Redacted - information not in scope]

As confirmed by SQA prior to Christmas, they are planning to provide [Redacted - information not in scope] Appeals services for learners who are unable to sit their exams or whose performance on the day is impacted by disruption.

- They are currently working through the operational detail of these services with partners and will provide further detail shortly.

As the Cabinet Secretary advised in Parliament yesterday, I can confirm that appeals will include a direct right of appeal for learners and will be free of charge.

[Redacted - information not in scope]

Enclosure 05: Email RE RE: UK Education Ministers Council - Agenda and Papers for First Ministerial Meeting - 27 January 2022

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 26 January 2022 09:09

To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; DG Education & Justice <dgej@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Cumming A (Alison) Early Learning & Childcare <Alison.Cumming@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Webster H (Helen) <Helen.Webster@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>; Livey D (David) <David.Livey@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: UK Education Ministers Council - Agenda and Papers for First Ministerial Meeting - 27 January 2022

Apologies for the slight delay. Please find attached an additional briefing note relating to the 2022 exams appeals process for this meeting.

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Qualifications and Learner Pathways Unit | Education Reform Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 25 January 2022 17:48

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; DG Education & Justice <dgej@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Cumming A (Alison) Early Learning & Childcare <Alison.Cumming@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Macdonald R (Roddy)

<Roddy.Macdonald@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Webster H (Helen) <Helen.Webster@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>; Livey D (David) <David.Livey@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: UK Education Ministers Council - Agenda and Papers for First Ministerial Meeting - 27 January 2022

[Redacted s38(1)(b)]

Please find attached a briefing pack for the **Education Ministers Council on 27 January**. I hope this is in line with Ms Somerville's requirements but happy to make any changes if we've not got this quite right. I haven't seen a final agenda for the meeting, so this is based on the draft sent by officials last week. We can update the pack if that changes.

A separate short note on points being raised by UK officials about our approach to appeals for exams this year will follow from [Redacted s38(1)(b)] tomorrow, just in case the topic comes up.

Many thanks, [Redacted s38(1)(b)]

[Redacted s38(1)(b)] Head of Directorate Delivery: Advanced Learning and Science
The Scottish Government
Phone: [Redacted s38(1)(b)]
Note: message dictated using voice recognition software

Enclosure 05.1: Attachment – Word Document

UK Education Ministers Council: 27 January 2022
Supplementary briefing

National Qualifications: approach to 2022 appeals

Background

[Redacted s.30(b)(ii)]

We are aware informally that there have been calls in Wales for exams to be cancelled because of the levels of disruption and there is a petition in England to this effect with approximately 40k signatures.

Post-Results/Appeals Service (after results have been published)

- SQA is proposing to implement an enhanced post-results service. This would allow any learner whose awarded exam result on 9 August was less than their teacher submitted estimate to have their exam result reviewed alongside evidence gathered by their centre. The higher result would be awarded should the evidence provided be considered valid and justify the higher grade.
- Guidance has been provided by SQA around the evidence base for estimates and how these are arrived at against the national standard.
- Learners will not be down-graded if the evidence is not considered to merit a higher grade. In that case, the learner will receive their evidenced exam grade.
- If a learner is unable to take an exam due to exceptional circumstances such as bereavement or illness, they won't automatically be awarded their teacher estimate. Their grade will be determined by SQA's Principal Assessors/Senior Examiner review of the evidence and subject to a separate appeals process.
- This approach of including consideration of evidence in appeals goes further than SQA's UK counterparts who are currently proposing to stick with their standard script checking approach.

Lines to take

- It is our firm intention to hold exams this year.
- The approach to appeals has been co-designed with our stakeholders through the National Qualifications 2022 group to ensure support for our approach to this year's exams.
- [Redacted s.30(b)(ii)]
- The approach is appropriate within the Scottish system which uses Principal Assessors to determine a learner's exam grade and takes advantage of the established annual SQA estimates process.
- As part of our contingency arrangements if exams could not take place, teachers were clear from the start of the academic session on the importance of routine evidence generated by learners during the course of the year.

- The approach remains grounded in demonstrated attainment.
- The guidance is still being finalised but we would expect to announce the headline approach next week.

Curriculum, Qualifications and Gaelic
26 January 2022

Enclosure 06: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 31st January

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 27 January 2022 12:50
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 31st January

Dear Colleagues,

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 31 January**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 06.1: Embedded Word Document

[Redacted - information not in scope]

As confirmed by SQA prior to Christmas, they are planning to provide [Redacted - information not in scope] and Appeals services for learners who are unable to sit their exams or whose performance on the day is impacted by disruption.

- They are currently working through the operational detail of these services with partners and will provide further detail shortly.
- As the Cabinet Secretary advised Parliament last week (19 Jan), I can confirm appeals will include a direct right of appeal for learners and will be free of charge.

[Redacted - information not in scope]

MOTION AND AMENDMENTS FROM CONSERVATIVE PARTY BUSINESS: EDUCATION DEBATE ON 19 JANUARY 2022

Motion

***S6M-02839 Meghan Gallacher: Education Failures and Guaranteeing the 2022 Exam Diet**—That the Parliament regrets that education has never been the First Minister Nicola Sturgeon’s number one priority, and expresses frustration at the widening attainment gap and the failure to guarantee that the 2022 school examination diet will go ahead in full.

Labour Amendment

***S6M-02839 Michael Marra: Education Failures and Guaranteeing the 2022 Exam Diet**—As an amendment to motion S6M-02839 in the name of Meghan Gallacher (Education Failures and Guaranteeing the 2022 Exam Diet), leave out from “and the failure” to end and insert “; recognises the disruption to the educational experience of young people caused by COVID-19; believes that it is the duty of the Scottish Government to ensure that there is equity in the qualifications system; notes that in-year learning has again been disrupted in this academic year, and calls, therefore, on the Scottish Government to immediately publish a National Appeals Process, which includes exceptional circumstances caused by disruption and guarantees no detriment to pupils.”

Enclosure 07 – Email Re: Draft SQA communications for next week's NQ2022 announcement

From: [Redacted s38(1)(b)]
Sent: 28 January 2022 20:00
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Director for Education Reform <DirectorforEducationReform@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>; Livey D (David) <David.Livey@gov.scot>
Subject: FW: Draft SQA communications for next week's NQ2022 announcement

Hi [Redacted s38(1)(b)]

Please see attached draft SQA communications package that has just come through. We will review and pick up any comments with SQA on Monday noting that they are with Fiona Robertson for her review and so are subject to further change.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📞 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s38(1)(b)]@sqa.org.uk>
Sent: 28 January 2022 19:56
To: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: John Booth <John.Booth@sqa.org.uk>
Subject: Draft SQA communications for next week's NQ2022 announcement

Dear colleagues,

Please find attached the latest drafts of our communications for next week. These are currently with Fiona Robertson for comment and approval. These are:

- Draft email to centres and local authorities, which will be issued at 10am Tuesday.
- Draft Q&A to help SQA staff with customer and centre enquiries. We will also include a selection of these questions as an appendix on the email to centres and publish them on the FAQ section of the SQA website.
- Draft media release - a version of this will also be published on the SQA website Tuesday lunchtime and shared via social media.
- Draft media Q&A for media enquiries (for internal use only for reactive media enquiries).

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

[Redacted s38(1)(b)]

Customer Communications Manager
Communications & Engagement, Communications

t: [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 07.1 – Attachment: Word Document

NQ 22 Awarding Services message DRAFT v7.1

Audience: SQA centres approved to offer National Qualifications (SQA Co-ordinators and Heads of Centre), local authority contacts and key education stakeholders

Issue date: Tuesday 1 February

Topics: Exam exceptional circumstances, grading and appeals 2022

+++++

Support for learners taking National 5, Higher and Advanced Higher exams

A package of support services – including some help for learners with exam revision – will be available for learners who are taking National 5, Higher, and Advanced Higher courses in 2022.

As we advised centres on [13 January](#), it is still the clear intention for SQA exams to take place during April to June.

[Redacted - information not in scope]

- **Appeals service 2022 (after results have been published)**

All parts of the Scottish education system agree that, as in any year, it is important that there is an appeals service available for learners who want to question their SQA results.

In 2022, as with 2021, all learners will continue to have free direct access to the appeals service and a priority service will also be available for those applying to university, college, training or employment.

This year's appeals service will involve SQA appointees – practising teachers and lecturers – conducting a clerical check on the exam script, as well as reviewing alternative assessment evidence that learners have completed through the year. This will be the same evidence as that used for an exam exceptional circumstances request, which will be judged against the national standard for that course. Schools, colleges and training providers will need to send this evidence to SQA.

Learners' grades through the appeals process will be based upon the better of the two types of evidence.

[Redacted – information not in scope]

Enclosure 07.2 – Attachment: Word Document

[Redacted – information not in scope]

Enclosure 07.3 – Attachment: Word Document

[Redacted s30(b)(ii)]

Enclosure 07.4 – Attachment: Word Document

[Redacted s.25(1)]

[SQA announces more support for learners taking National 5, Higher and Advanced Higher exams this year - SQA](#)

Enclosure 08 – Email RE Letter from Fiona Robertson to Cabinet Secretary for Education and Skills: Awarding 2022

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 31 January 2022 20:40
To: Director for Education Reform <DirectorforEducationReform@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: Livey D (David) <David.Livey@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; DG Education & Justice <dgej@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: FW: Letter from Fiona Robertson to Cabinet Secretary for Education and Skills: Awarding 2022
Importance: High

Hi folks,

Sharing this for your awareness, Ms Somerville may need some lines on the attached for tomorrow, along with a draft reply.

Grateful if you can take forward please, and as always happy to discuss if helpful.
Thanks

[Redacted s38(1)(b)]
[Redacted s38(1)(b)] Deputy Private Secretary to Cabinet Secretary for Education & Skills | T: [Redacted s38(1)(b)] | M: [Redacted s38(1)(b)] | E: cabsecES@gov.scot | The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

From: Fiona Robertson <fiona.robertson@sqa.org.uk>
Sent: 31 January 2022 20:31
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Director for Education Reform <DirectorforEducationReform@gov.scot>
Subject: Letter from Fiona Robertson to Cabinet Secretary for Education and Skills: Awarding 2022
Importance: High

PS/Cabinet Secretary

Please see letter, with attachment, for the attention of the Cabinet Secretary.

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 08.1 – Attachment: Pdf

31 January 2022

Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills

Dear Cabinet Secretary

As you know, we have been working through a range of measures designed to support learners this academic year in the run up to exams. Following a meeting of the Board of Management on 27 January, I am writing to set out these arrangements for learners taking National 5, Higher and Advanced Higher exams in 2022, in advance of announcement to the education system and your statement to Parliament tomorrow.

[Redacted - information not in scope]

Appeals Service 2022 (after results have been published)

All parts of the Scottish education system agree that, as in any year, it is important that there is an appeals service available for learners.

In 2022, as with 2021, we are proposing that all learners will continue to have free direct access to the appeals service and a priority service will also be available for those applying to university, college, training, or employment.

For appeals this year, if learners are unhappy with their result and their teacher estimate indicates that their performance could have been better, we are proposing that, as well as conducting a clerical check on the examination script, appointees can review the alternative academic evidence which provided the basis of the teacher estimate. This is in contrast to a normal year when it is the formal assessment alone, including examination evidence which is considered again.

The SQA appointee will need to determine that the alternative evidence has been based on a valid assessment instrument (or instruments), that the evidence demonstrates that the learner has covered all aspects of the course content, and that it is judged to be authentic and meets the national standard for that course. In line with good assessment practice, the appointee will have no knowledge of either the examination grade or the teacher estimate, so will make an independent determination of the grade quality of the alternative academic evidence, applying the national standard and their expertise. The learner will receive the higher of the two grades from the two different sources of evidence – the clerically checked examination evidence or the alternative academic evidence judged through the appeal. Fundamentally, SQA wants to provide the best support for learners in yet another exceptional year, in which there has been disruption to learning and anxiety about exams.

[Redacted s.30(b)(ii)]

[Redacted - information not in scope]

Equality and children's rights impact assessments have been carried out on the additional support services, including their impact on learners and other stakeholders. These assessments will be published alongside full details of each service in the coming weeks.

I am happy to discuss these arrangements in more detail. Your officials are engaging closely with us to ensure full alignment of communications activity tomorrow.

Yours sincerely

Fiona Robertson, SQA Chief Executive and Chief Examiner for Scotland

Enclosure 08.2 – Attachment: Word Document

[Redacted s25(1)]

[Roles and responsibilities for appeals 2022 \(sqa.org.uk\)](https://www.sqa.org.uk)

Enclosure 09 – Email RE: SQA Documents for Statement

From: [Redacted s38(1)(b)]

Sent: 01 February 2022 12:31

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Director for Education Reform <DirectorforEducationReform@gov.scot>;

Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@gov.scot>; Livey D (David)

<David.Livey@gov.scot>

Subject: SQA Documents for Statement

Hi [Redacted s38(1)(b)]

Please find attached the materials from SQA. The message to centres, Q&A, Roles and Responsibilities document and media release can be shared with parliamentary colleagues. As mentioned the link to the searchable modifications and revision support table will not be available publicly until 3pm and is not available in a shareable format prior to that.

PLEASE NOTE: The media Q&A is for the Cabinet Secretary's use/information only and not for wider sharing.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📞 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 09.1 – Attachment: Word Doc

[Redacted – information not in scope]

Enclosure 09.2 – Attachment: Word Doc

[Redacted – information not in scope]

Enclosure 09.3 – Attachment: pdf

[Duplicate of Enclosure 8.2]

Enclosure 09.4 – Attachment: Word Doc

[Redacted s.25(1)]

[SQA announces more support for learners taking National 5, Higher and Advanced Higher exams this year - SQA](#)

Enclosure 09.5 – Attachment: Word Doc

[Redacted s30(b)(ii)]

Enclosure 10 – Email RE: SQA Documents for Statement

From: [Redacted s38(1)(b)]

Sent: 01 February 2022 13:28

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Director for Education Reform <DirectorforEducationReform@gov.scot>;

Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@gov.scot>; Livey D (David)

<David.Livey@gov.scot>

Subject: RE: SQA Documents for Statement

Hi [Redacted s38(1)(b)]

Suggested bullets below on what is being released today:

- SQA are today publishing information on the [Redacted - information not in scope] appeals approach this year.
- This sets out the proposed approach as I have outlined in my statement and in the information shared with parliamentary colleagues.
- SQA have worked with our partners across the Scottish education system to agree specific roles and responsibilities for everyone involved in delivering these measures and these have been set out on the SQA website.
- [Redacted - information not in scope]
- [Redacted - information not in scope]
- Further detail and guidance will be issued over the coming weeks, including [Redacted - information not in scope] appeals services.
- Partners on the National Qualifications Group have been closely involved in working through the detail of these approaches.

Best regards

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills

Sent: 01 February 2022 12:40

To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Director for Education Reform <DirectorforEducationReform@gov.scot>;

Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@gov.scot>; Livey D (David)

<David.Livey@gov.scot>

Subject: RE: SQA Documents for Statement

Importance: High

Thank you [Redacted s38(1)(b)]

[Redacted s30(b)(ii)]

Many thanks.

[Redacted s30(b)(ii)]

[Redacted s38(1)(b)]

Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] M: [Redacted s38(1)(b)] E: cabsecES@gov.scot

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1
3DG

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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

[Duplicate of email in Enclosure 9]

Enclosure 11 - Email RE: Draft documents for Parliamentary Statement on National Qualifications

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 01 February 2022 14:06
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

Hi there,

Attached is the email sent to committee with a copy of the letter from Ms Somerville.

Many thanks,

[Redacted s38(1)(b)]

Assistant Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] E: cabsecES@gov.scot

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 February 2022 12:23
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie)

<Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

Hi [Redacted s38(1)(b)]

Please also find attached a draft letter for the Committee outlining the announcement. As discussed with [Redacted s38(1)(b)], this is for issue just prior to the statement being made.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ
✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s38(1)(b)]

Sent: 01 February 2022 12:17

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning

<DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS)

<Laura.Murdoch@transport.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D

(David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education

& Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education

<SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy)

<Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie)

<Ollie.Bray@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>;

Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

Hi [Redacted s38(1)(b)]

Please find attached additional information for the statement briefing pack:

[Redacted - information not in scope]

I will send up the SQA documents shortly.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s.38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills

Sent: 31 January 2022 16:38

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>
Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

Apologies, couple of additional asks from Ms Somerville:

[Redacted - information not in scope]

If these are able to be addressed in the pack coming this evening then great, otherwise grateful for these by 12.00pm tomorrow.

Many thanks.

[Redacted s38(1)(b)]

Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] M: [Redacted s38(1)(b)] E: cabsecES@gov.scot

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From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 31 January 2022 16:35
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot> [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>
Subject: RE: Draft documents for Parliamentary Statement on National Qualifications
Importance: High

Hi [Redacted s38(1)(b)]

[Redacted s30(b)(ii)]

[Redacted - information not in scope]

Many thanks.

[Redacted s30(b)(ii)]

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)] Private Secretary to Cabinet Secretary for Education & Skills
T: [Redacted s38(1)(b)] M: [Redacted s38(1)(b)] E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 28 January 2022 18:27

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@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>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anon@gov.scot>

Subject: Draft documents for Parliamentary Statement on National Qualifications

Hi [Redacted s38(1)(b)]

Please find attached the following documents in relation to the Parliamentary statement next Tuesday on the National Qualifications:

- Draft note to FM
- Draft Statement
- Draft Briefing Pack
- Draft Operational Q&A for Annex B of the briefing pack

The Q&A will be further refined and developed on Monday, including an outline of the rUK position.

Discussions are ongoing with SQA around the chronology for Tuesday, and I will send on the SQA communications package as soon as I receive this.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📞 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Enclosure 11.1 – Attachment: Email

[Redacted s25(1)]

<https://www.parliament.scot/chamber-and-committees/committees/current-and-previous-committees/session-6-education-children-and-young-people-committee/correspondence/2022/update-regarding-support-services-for-exam-diet-2022>

Enclosure 12: Email – RE: FMQ Brief Commission Request - Education - Due 11am Monday 7th February

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 03 February 2022 13:18
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 7th February

Dear Colleagues,

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 07 February**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 12.1: Embedded Word Document

1 Feb: SQA announce adoption of [Redacted - information not in scope] appeals approach, with Cab Sec Parly statement.

[Redacted - information not in scope]

SQA ANNOUNCEMENT

SQA announced their decision [Redacted - information not in scope] alongside information on their [Redacted - information not in scope] appeals approach this year.

- This, along with wider support, provides a strong package of measures to support our learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the [Redacted - information not in scope] appeals services.
- Partners on the National Qualifications Group have been closely involved in working through the detail of these approaches.

STAKEHOLDER SUPPORT

This positive package of measures has been widely welcomed.

- Cameron Garrett, convener of the Scottish Youth Parliament's education committee, said **[QUOTE]**: *"These are all welcome announcements from the SQA and a great step in mitigating covid disruption and supporting learners".*
- Jim Thewliss, General Secretary of School Leaders Scotland, said **[QUOTE]**: *"Given the significant disruption to learning and teaching as a consequence of staff and pupil absence, and the resultant level of anxiety which young people are experiencing in the lead up to National examinations, it is important that as comprehensive support as is possible to provide is made available to them. "This wide-ranging support package will go a long way to enabling exam candidates to better demonstrate the true level of their knowledge and skills."*
- The EIS general secretary Larry Flanagan said **[QUOTE]**: *"revision support for courses which have an exam is helpful"* and **[QUOTE]** *"the Appeals service...and Exceptional Circumstances... also provide some mitigation of the impacts of Covid disruption on learner outcomes"*.
- Stewart Nicolson, from the Association of Directors of Education in Scotland said **[QUOTE]**: *"Given the level of disruption, it's important that additional support has been identified for learners taking National 5, Higher and Advanced Higher exams this year."*

[Redacted - information not in scope]

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, in terms of taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal, SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

[Redacted - information not in scope]

Enclosure 13 – Email RE: Draft documents for Parliamentary Statement on National Qualifications

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 07 February 2022 08:58
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [redacted s.38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [redacted s.38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

Hi there,

Attached is a copy of the letter issued to Mr Greer.

Many thanks,

[Redacted s38(1)(b)]

Assistant Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] E: cabsecES@gov.scot

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 04 February 2022 15:19
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (TS) <Laura.Murdoch@transport.gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; SGLD School Education <SGLDSE@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: Draft documents for Parliamentary Statement on National Qualifications

[Redacted s38(1)(b)]

One small follow up to today's statement. Ms Somerville has asked whether there is any helpful additional information we might be able to provide Ross Greer MSP as a follow up to his question? Happy for this to be a short, more informal e-mail that Ms Somerville could send or indeed a formal letter if considered more appropriate.

Many thanks, happy to discuss.

[Redacted s38(1)(b)]

Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] M: [Redacted s38(1)(b)] E: cabsecES@gov.scot

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

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[Remainder of enclosure redacted as duplicate of Enclosure 11 email chain]

Enclosure 13.1 – Attachment: Email

Ross Greer MSP

By email:

Ross.Greer.msp@parliament.scot

7 February 2022

Dear Ross,

Following my statement in Parliament on 1 February, you raised a question around the options for appeal for young people who have been unable to complete 100 per cent of the course work this year.

As a follow-up to my response in the Chamber, I have set out the position more fully below and have clarified the position with SQA.

All National Qualifications courses are split into separate sections, called assessment components, that are linked to the required knowledge and skills as outlined in the course specifications.

For example, in Music, the course has three separate assessment components:

- Performing - assessed by a practical exam conducted by a visiting assessor.
- Listening – assessed by a question paper as part of the examination diet.
- Composing – assessed by an assignment completed during the year.

In a normal year, a learner will complete all three assessment components and their overall grade will be determined by their aggregated performance over each component.

You will be aware that SQA has significantly modified the assessment requirements for courses to account for the disruption learners have suffered as a consequence of the pandemic. Using the above example in Music, for session 2021/2022, SQA removed the requirement to complete the Composing assessment component and reduced the minimum time that learners have to play in the Performing component.

Learners have now only to complete two of the three parts of the overall assessment requirements for the course and the first (Performing) is on a reduced basis.

When reference is made to learners being required to complete all parts of the SQA course assessment for appeals, this means completing the modified course requirements for session 2021/2022.

This approach is consistent with the agreed principle that all SQA awards must be based on demonstrated evidence of attainment, in this case of the modified knowledge and skills for each course. This was also the case last session for the Alternative Certification Model where learners had to complete the modified course requirements to be awarded a National Course.

As above, the significant modifications already made to courses in August are specifically designed to address the ongoing disruption to learning and teaching. To reduce the requirements further would risk the credibility and validity of the qualifications. It would also mean that learners would not be gaining the full range of key knowledge and skills required for their next steps – whether to further learning, training or employment.

Schools are best placed to provide the tailored individual support to enable learners who have experienced significant disruption to catch up on their learning and complete their courses. Further support throughout the term is available through the National e-Learning Offer. In addition, we are providing £4 million of funding to boost Easter study support in schools.

I am confident that these measures, along with the revision support, Exam Exceptional Circumstances Consideration service, grading approach, and Appeals 2022 service (which have all been developed closely with partners on the National Qualifications Group in acknowledgement of the challenges learners are again facing) will give our learners the best chance to demonstrate their potential and receive the grades they deserve this year.

[Redacted s38(1)(b)]

SHIRLEY-ANNE SOMERVILLE

Enclosure 14: PDF – National Qualifications 2022 – Letter from Cabinet Secretary to Fiona Robertson, SQA

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 apprised of progress through our regular meetings to provide me with assurance that delivery of exams remains on track and retains public confidence.

SHIRLEY-ANNE SOMERVILLE

Enclosure 15: Email – RE: EIS bi-lateral with Cab Sec - 22 February - briefing

From: [Redacted s38(1)(b)]

Sent: 18 February 2022 12:49

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Director of Learning <DirectorofLearning@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: EIS bi-lateral with Cab Sec - 22 February - briefing

[Redacted s38(1)(b)]

Please find attached briefing for Cab Sec's bi-lateral with EIS on Tuesday.

I have also attached the December EIS member survey along with the letter Larry Flanagan sent to Cab Sec summarising the findings which may prove a useful context for some of the discussions.

If you require anything else, please let me know.

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Education Workforce Unit

Workforce, Infrastructure and Reform Division

Area 2B North, Victoria Quay

Edinburgh

Tel: [Redacted s38(1)(b)]

BB: [Redacted s38(1)(b)]

Enclosure 15.1: Attachment - Word Document

NATIONAL QUALIFICATIONS

- [Redacted - information not in scope]
- While supporting the approach to [Redacted - information not in scope] appeals, EIS have [Redacted s.30(b)(ii)]

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support last week (1 February), alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the exam exceptional circumstances and appeals services.
- EIS are inputting to the development of the more detailed guidance through their membership of the National Qualifications Group.

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 15.2: Attachment – Email

[Redacted - information not in scope]

Enclosure 16: Email – RE: FOR INFO: UK Education Ministers Council - Note of First Ministerial Meeting - 27 January 2022

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 18 February 2022 13:36
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; DG Education & Justice <dgej@gov.scot>; [Redacted s38(1)(b)]gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Cumming A (Alison) Early Learning & Childcare <Alison.Cumming@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Webster H (Helen) <Helen.Webster@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>; Livey D (David) <David.Livey@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@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>
Subject: RE: FOR INFO: UK Education Ministers Council - Note of First Ministerial Meeting - 27 January 2022

Thanks[Redacted s38(1)(b)], Ms Somerville is content.

[Redacted s38(1)(b)]Private Secretary to Cabinet Secretary for Education & Skills
T: [Redacted s38(1)(b)]| M: [Redacted s38(1)(b)]| E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 31 January 2022 09:09
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Director of Advanced

Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; DG Education & Justice <dgej@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Cumming A (Alison) Early Learning & Childcare <Alison.Cumming@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Webster H (Helen) <Helen.Webster@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>; Livey D (David) <David.Livey@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@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>;

Subject: FOR INFO: UK Education Ministers Council - Note of First Ministerial Meeting - 27 January 2022

[Redacted s38(1)(b)]
OFFICIAL - SENSITIVE

For Ms Somerville's information

A brief note of the meeting. UKG will produce the official draft minutes for review.

Note of Education Ministers Council, 27 January 2022

Present:

- Shirley-Anne Somerville MSP, Cabinet Secretary for Education and Skills (officials: Joe Griffin, Graeme Logan, Clare Hicks, [Redacted s38(1)(b)])
- The Rt Hon Nadhim Zahawi MP: UK Government, Secretary of State for Education (chair)
- Michelle McIlveen MLA: Northern Ireland Executive, Minister for Education
- Heather Cousins: Deputy Secretary for Skills and Education, Northern Ireland Executive
- Jeremy Miles AS/MS: Welsh Government, Minister for Education and Welsh language

Summary:

1.

[Redacted - information not in scope]

COVID recovery

2. NZ noted excellent cooperation on COVID recovery. He emphasized a data-driven approach in England. He welcomed collective support for exams going ahead across the UK in 2022 [Redacted s.30(b)(ii)]
3. [Redacted - information not in scope] With regard to exams, SAS highlighted the independence of the SQA and that, following exams taking place, any appeals against grades would involve SQA assessing learner evidence against national standards; grades would not be awarded on the basis of estimates.
4. [Redacted - information not in scope] He noted the impact of lower attendance during the year resulting in disruption to learning and teaching for exam students and [Redacted s.30(b)(ii)]
5. NZ highlighted that exam board grade boundaries for exams in England in 2022 would use a half way point between results in 2019 and results in 2021 and would revert to pre-COVID grade boundaries in 2023. He was interested in the numbers of grades which would change on appeal in Scotland. SAS advised appeals were demand-led. She emphasised the consultation with universities, colleges and businesses that had taken place in Scotland.

[Redacted - information not in scope]

Many thanks, [Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Head of Directorate Delivery: Advanced Learning and Science

The Scottish Government

Phone: [Redacted s38(1)(b)]

Note: message dictated using voice recognition software

[Remainder of enclosure is a duplicate of Enclosure 05]

Enclosure 17– Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 21st February

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 17 February 2022 13:20
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 21st February

Dear Colleagues,

[Redacted - information not in scope]
First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 21 February**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 17.1: Embedded – Word Document

1 Feb: SQA announced [Redacted - information not in scope] appeals approach, with Cab Sec Parly statement.

[Redacted - information not in scope]

SQA ANNOUNCEMENT

Based on the ongoing disruption, SQA announced their [Redacted - information not in scope] appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the [Redacted - information not in scope] appeals services.
- SQA will publish their Equality Impact Assessment and 'Children's Rights & Wellbeing' Impact Assessment once details of these processes are finalised.

[Comment from [Redacted s38(1)(b)]: in the coming weeks, by March? by April, etc? Any more specific? Thx]

- Partners on the National Qualifications Group, including representatives of have been closely involved in working through the detail of these approaches.

[Comment from [Redacted s38(1)(b)]: pls list interests where applicable - teachers, HTs, learners, young people, parents, local government, directors of education, etc?]

STAKEHOLDER SUPPORT

The positive package of extra support measures was widely welcomed.

- Cameron Garrett, convener of the Scottish Youth Parliament's education committee, said **[QUOTE]**: "*These are all welcome announcements from the SQA and a great step in mitigating covid disruption and supporting learners*" (Twitter, 1 Feb), and the measures would **[QUOTE]**: "*give young people additional support around their exams and assessments to help ease the stress and confusion caused by the recent increased disruption*" (Herald, 3 Feb).
- Jim Thewliss, General Secretary of School Leaders Scotland, said **[QUOTE]**: "*This wide-ranging support package will go a long way to enabling exam candidates to better demonstrate the true level of*

their knowledge and skills.”

(Herald, 1 Feb)

- The EIS general secretary Larry Flanagan said **[QUOTE]**: *“revision support for courses which have an exam is helpful”* and **[QUOTE]**: *“the Appeals service...and Exceptional Circumstances... also provide some mitigation of the impacts of Covid disruption on learner outcomes”* (Herald, 1 Feb).
- Stewart Nicolson, from the Association of Directors of Education in Scotland said **[QUOTE]**: *“Given the level of disruption, it’s important that additional support has been identified for learners taking National 5, Higher and Advanced Higher exams this year.”* (Herald, 1 Feb)

[Redacted - information not in scope]

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 18 – Email RE: FW: DFM IGR Group Deep Dive into Education and Skills - Briefing - 1 March 2022

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

Cc: Livey D (David) <David.Livey@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Cumming A (Alison) Early Learning & Childcare <Alison.Cumming@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Webster H (Helen) <Helen.Webster@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted S38(1)(b)]@gov.scot>; [Redacted S38(1)(b)]@gov.scot>; DG E&J Business Managers <DLCPDGECJBM@gov.scot>; Reid A (Adam) <Adam.Reid@gov.scot>; [Redacted S38(1)(b)]@gov.scot>; [Redacted S38(1)(b)]@gov.scot>; DG Education & Justice <dgej@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)]@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@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>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>

Subject: DFM IGR Group Deep Dive into Education and Skills - Briefing - 1 March 2022

Private Offices

Please find attached the briefing for the IGR ministerial deep dive into the Education and Skills Portfolio on Tuesday 1 March.

(Note that we may want to supplement this brief with information on UKG's announcement on tertiary education due tomorrow.)

Many thanks, [Redacted S38(1)(b)]

[Redacted S38(1)(b)][Redacted S38(1)(b)]The Scottish Government

Phone: 07[Redacted S38(1)(b)]

Note: message dictated using voice recognition software

Enclosure 18.1 – Attachment: Word Doc

[Redacted – information not in scope]

.1 National Qualifications and exam grade appeals

Background

All elements of National Qualifications are devolved but there has been close interest from the Department for Education (DfE) and other Devolved Administrations on how National Qualifications are being managed in different parts of the UK in the context of the Covid pandemic, not least to share good practice in addressing the challenges.

Issue

[Redacted s30(b)(ii)]

There has been regular information sharing opportunities for officials at various levels relating to National Qualifications through the Covid pandemic.

[Redacted – information not in scope]

Enclosure 19 – Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 28th February

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 24 February 2022 12:32
To: [Redacted – information not in scope] @gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted – information out of scope]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot
[Redacted – out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 28th February

Dear Colleagues,

[Redacted – information out of scope]
First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 28 February**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted – information out of scope]

SQA (Exams) Contacts [Redacted s38(1)(b)]
--

Many thanks

[Redacted s38(1)(b)] _____

Enclosure 19.1 – Embedded: Word Document

1 Feb: SQA announced adoption of [Redacted - information not in scope] appeals approach, with Cab Sec Parly statement.

[Redacted - information not in scope]

SQA ANNOUNCEMENT

Based on the ongoing disruption, SQA announced their [Redacted - information not in scope] appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the exam exceptional circumstances and appeals services.
- SQA will publish their Equality Impact Assessment and 'Children's Rights & Wellbeing' Impact Assessment in the coming weeks once details of these processes are finalised.

[Comment from [Redacted s38(1)(b)]: in the coming weeks, by March? by April, etc? Any more specific? Thx]

- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

[Comment from [Redacted s38(1)(b)]: pls list interests where applicable - teachers, HTs, learners, young people, parents, local government, directors of education, etc?]

STAKEHOLDER SUPPORT

The positive package of extra support measures was widely welcomed.

- Cameron Garrett, convener of the Scottish Youth Parliament's education committee, said **[QUOTE]**: "*These are all welcome announcements from the SQA and a great step in mitigating covid disruption and supporting learners*" (Twitter, 1 Feb), and the measures would **[QUOTE]**: "*give young people additional support around their exams and assessments to help ease the stress and confusion caused by the recent increased disruption*" (Herald, 3 Feb).
- Jim Thewliss, General Secretary of School Leaders Scotland, said **[QUOTE]**: "*This wide-ranging support package will go a long way to*

enabling exam candidates to better demonstrate the true level of their knowledge and skills.”

(Herald, 1 Feb)

- The EIS general secretary Larry Flanagan said **[QUOTE]**: “*revision support for courses which have an exam is helpful*” and **[QUOTE]**: “*the Appeals service...and Exceptional Circumstances... also provide some mitigation of the impacts of Covid disruption on learner outcomes*” (Herald, 1 Feb).
- Stewart Nicolson, from the Association of Directors of Education in Scotland said **[QUOTE]**: “*Given the level of disruption, it’s important that additional support has been identified for learners taking National 5, Higher and Advanced Higher exams this year.*” (Herald, 1 Feb)

[Redacted - information not in scope]

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 20: Email RE: Cab Sec bi-lateral with SSTA - Wednesday 2 March - briefing

From: [Redacted s.38(1)(b)]

Sent: 28 February 2022 11:37

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Director of Learning <DirectorofLearning@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>; [Redacted s.38(1)(b)]@gov.scot>; [Redacted s.38(1)(b)]@gov.scot>; [Redacted s.38(1)(b)]@gov.scot>

Subject: Cab Sec bi-lateral with SSTA - Wednesday 2 March - briefing

Hi [Redacted s.38(1)(b)]

Please find attached briefing for Cab Sec's bi-lateral with SSTA on Wednesday 2 March. I have also attached the SSTA motions passed at their Congress in October which may help prepare Cab Sec for the meeting.

If you require anything further, please let me know.

[Redacted s.38(1)(b)]

[Redacted s.38(1)(b)]

Education Workforce Unit

Workforce, Infrastructure and Reform Division

Area 2B North, Victoria Quay

Edinburgh

Tel: 0131-[Redacted s.38(1)(b)]

BB: 07[Redacted s.38(1)(b)]

Enclosure 20.1 – Attachment: Word Document

[Redacted – information not in scope]

SCENARIO 2 CONTINGENCY - REVISION SUPPORT

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support last week (1 February), alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the exam exceptional circumstances and appeals services.
- EIS are inputting to the development of the more detailed guidance through their membership of the National Qualifications Group.

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

[Redacted – information not in scope]

Enclosure 20.2 – Attachment: Word Document

[Redacted – information not in scope]

Enclosure 21: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 7th March

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 03 March 2022 13:19
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted - out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 7th March

Dear Colleagues,

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 07 March**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 21.1 – Embedded Word Document

1 Feb: SQA announced adoption of Scenario 2 for exceptional circumstances, grading and appeals approach, with Cab Sec Parly statement.

[Redacted - information not in scope]

SQA ANNOUNCEMENT

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support on 1 February, alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- Further detail and guidance will be issued over the coming weeks, including criteria for using the exam exceptional circumstances and appeals services.
- SQA will publish their Equality Impact Assessment and 'Children's Rights & Wellbeing' Impact Assessment in the coming weeks once details of these processes are finalised.

[Comment from [Redacted s38(1)(b)]: in the coming weeks, by March? by April, etc? Any more specific? Thx]

- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

[Comment from [Redacted s38(1)(b)]: pls list interests where applicable - teachers, HTs, learners, young people, parents, local government, directors of education, etc?]

STAKEHOLDER SUPPORT

The positive package of extra support measures was widely welcomed.

- Cameron Garrett, convener of the Scottish Youth Parliament's education committee, said **[QUOTE]**: "*These are all welcome announcements from the SQA and a great step in mitigating covid disruption and supporting learners*" (Twitter, 1 Feb), and the measures would **[QUOTE]**: "*give young people additional support*

around their exams and assessments to help ease the stress and confusion caused by the recent increased disruption” (Herald, 3 Feb).

- Jim Thewliss, General Secretary of School Leaders Scotland, said **[QUOTE]**: *“This wide-ranging support package will go a long way to enabling exam candidates to better demonstrate the true level of their knowledge and skills.”*

(Herald, 1 Feb)

- The EIS general secretary Larry Flanagan said **[QUOTE]**: *“revision support for courses which have an exam is helpful”* and **[QUOTE]**: *“the Appeals service...and Exceptional Circumstances... also provide some mitigation of the impacts of Covid disruption on learner outcomes”* (Herald, 1 Feb).
- Stewart Nicolson, from the Association of Directors of Education in Scotland said **[QUOTE]**: *“Given the level of disruption, it’s important that additional support has been identified for learners taking National 5, Higher and Advanced Higher exams this year.”*

(Herald, 1 Feb)

[Redacted - information not in scope]

APPEALS

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – the SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 22: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 14th March

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 10 March 2022 13:17
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted: Information out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 14th March

Dear Colleagues,

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 14 March**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]

Many thanks

[Redacted s38(1)(b)]

Enclosure 22.1: Embedded – Word Document

7 Mar: [Redacted s38(1)(b)] podcast and tweets on appeals process suggesting SQA has moved the goalposts suggesting that at first it was going to be available to everyone but that making it dependent on estimates means that is not the case

The revision support that is being provided is part of a wider package of support this year - taken together, this is expected to give learners the best chance to demonstrate their potential and receive the grades they deserve.

- [Redacted - information not in scope] In addition, the approach SQA is taking to exceptional circumstance, grading and appeals will take into account the disruption learners have faced this year.

SQA ANNOUNCEMENT ON SCENARIO 2

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support on 1 February, alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- [Redacted - information not in scope]
- Further detail and guidance for the appeals process is being developed in consultation with partners and will be issued, along with the associated EQIA and CRWIA over the coming weeks when finalised.
- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

APPEALS [full guidance not yet published]

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.

- Where a learner receives a lower grade than their estimate they can request an appeal. Learners should be informed of their estimate before it is submitted.
- Where a learner disagrees with their estimate they should try and resolve this with their school or college prior to it being submitted.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 23: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 21st March

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 17 March 2022 13:25
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted - information not in scope][Redacted s.38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted - out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 21st March

Dear Colleagues,

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 21 March**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]
Many thanks
[Redacted s38(1)(b)]

Enclosure 23.1 – Embedded: Word Document

7 Mar: [Redacted s38(1)(b)] podcast and tweets on appeals process suggesting SQA has moved the goalposts suggesting that at first it was going to be available to everyone but that making it dependent on estimates means that is not the case

The revision support that is being provided is part of a wider package of support this year - taken together, this is expected to give learners the best chance to demonstrate their potential and receive the grades they deserve.

- [Redacted - information not in scope] In addition, the approach SQA is taking to exceptional circumstance, grading and appeals will take into account the disruption learners have faced this year.

SQA ANNOUNCEMENT ON SCENARIO 2

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support on 1 February, alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- [Redacted - information not in scope]
- Further detail and guidance for the appeals process is being developed in consultation with partners and will be issued, along with the associated EQIA and CRWIA over the coming weeks when finalised.
- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

APPEALS [full guidance not yet published]

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.

- Where a learner receives a lower grade than their estimate they can request an appeal. Learners should be informed of their estimate before it is submitted.
- Where a learner disagrees with their estimate they should try and resolve this with their school or college prior to it being submitted.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 24: Email RE: FW: Briefing Pack: Cab Sec's bi-lateral teacher union meeting with VOICE - Tuesday 22nd March 2022

From: [Redacted s38(1)(b)]
Sent: 22 March 2022 11:34
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Director of Learning <DirectorofLearning@gov.scot>; Drought A (Andrew) <Andrew.Drought@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>
Subject: RE: Briefing Pack: Cab Sec's bi-lateral teacher union meeting with VOICE - Tuesday 22nd March 2022

Hi [Redacted s38(1)(b)]

As discussed, I attach a revised briefing pack (amended at Annex C) and also an additional Annex G relating to the Glasgow Equal Pay Issue which we were alerted to last night by VOICE.

Please let me know if you require anything further.

Regards

[Redacted s38(1)(b)]
[Redacted s38(1)(b)] Policy Assistant, Education Workforce Unit
[Redacted s38(1)(b)]@gov.scot
Currently working from home

From: [Redacted s38(1)(b)]
Sent: 18 March 2022 13:01
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Director of Learning <DirectorofLearning@gov.scot>; Drought A (Andrew) <Andrew.Drought@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>
Subject: Briefing Pack: Cab Sec's bi-lateral teacher union meeting with VOICE - Tuesday 22nd March 2022

Issued on behalf of [Redacted s38(1)(b)]

Hi [Redacted s38(1)(b)]

Please find attached the briefing pack for Cab Sec's bi-lateral meeting with VOICE on Tuesday 22nd March, 1300-1400, MS Teams.

If you require anything further, please let me know.

Many thanks,

[Redacted s38(1)(b)]
[Redacted s38(1)(b)], Policy Assistant. Education Workforce Unit
[Redacted s38(1)(b)]@gov.scot
Currently working from home

Attachment 24.1 – Word Document

The revision support that is being provided is part of a wider package of support this year - taken together, this is expected to give learners the best chance to demonstrate their potential and receive the grades they deserve.

- [Redacted - information not in scope]
- In addition, the approach SQA is taking to exceptional circumstance, grading and appeals will take into account the disruption learners have faced this year.

SQA ANNOUNCEMENT ON SCENARIO 2

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support on 1 February, alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- [Redacted - information not in scope] Further detail and guidance for the appeals process is being developed in consultation with partners and will be issued, along with the associated EQIA and CRWIA over the coming weeks when finalised.
- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

APPEALS [full guidance not yet published]

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- Where a learner receives a lower grade than their estimate they can request an appeal. Learners should be informed of their estimate before it is submitted.
- Where a learner disagrees with their estimate they should try and resolve this with their school or college prior to it being submitted.
- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

Enclosure 25: Email RE: FMQ Brief Commission Request - Education - Due 11am Monday 28th March

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** ET FMQ/PQ Mailbox
Sent: 24 March 2022 12:37
To: [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted - information not in scope] [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted - out of scope]
Subject: FMQ Brief Commission Request - Education - Due 11am Monday 28th March

Dear Colleagues,

[Redacted - information not in scope]

First Minister's Questions – Request for Briefing

The FMQ team consider that your policy area may feature in FMQs next week and have asked that you prepare a brief for the First Minister.

Please could you send your briefing to the **ET FMQ/PQ mailbox** (ETFMQPQ@gov.scot) no later than **11am on Monday 28 March**. Can you please ensure **only these versions** of the FMQ briefings are updated and returned to us.

[Redacted - information not in scope]
Many thanks

[Redacted s38(1)(b)]

Enclosure 25.1: Embedded Word Document

[Redacted – information not in scope]

Schools will be providing Easter study support sessions and this is being boosted with £4m of funding to increase support where appropriate, particularly for those from the most deprived backgrounds.

- [Redacted - information not in scope] In addition, the approach SQA is taking to [Redacted - information not in scope] appeals will take into account the disruption learners have faced this year.

SQA ANNOUNCEMENT ON SCENARIO 2

Based on the ongoing disruption, SQA announced their decision to invoke the Scenario 2 revision support on 1 February, alongside information on their exceptional circumstances, grading and appeals approach this year.

- This, along with wider support, provides a strong package of measures to support learners in what is another challenging year.
- [Redacted - information not in scope]
- Further detail and guidance for the appeals process is being developed in consultation with partners and will be issued, along with the associated EQIA and CRWIA over the coming weeks when finalised.
- Partners on the National Qualifications Group, including representatives of, teachers, lecturers, parents, and learners, have been closely involved in working through the detail of these approaches.

APPEALS [full guidance not yet published]

Once the results have been published, learners will have free direct access to appeal their result.

- In recognition of the disruption this year, the appeals approach goes further than in recent pre-pandemic years.
- It builds on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process.
- Where a learner receives a lower grade than their estimate they can request an appeal. Learners should be informed of their estimate before it is submitted.
- Where a learner disagrees with their estimate they should try and resolve this with their school or college prior to it being submitted.

- As well as conducting a clerical check on examination scripts, for each appeal SQA appointees will review alternative assessment evidence that learners have completed through the year. This would be the same evidence as that used for an exam exceptional circumstances request.
- If – following this review of evidence – SQA assesses that a higher grade has been achieved, then this will be awarded. If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.

[Redacted – information not in scope]

Enclosure 26: Word Document – National Qualifications 2022 – submission to Cabinet Secretary on scenario 3 – 24 March 2022

[Redacted - information not in scope]

Covid-19 impact on 2022 exams

[Redacted - information not in scope]

- [redacted s30(b)(ii)] SQA are expected to publish the appeals guidance shortly and officials will provide further advice at that point.

[Redacted - information not in scope]

SQA Advice on Scenario 3

[Redacted - information not in scope]

- The 2022 appeals service, which SQA announced on 1 February, would no longer be available. Learners would still have access to a free appeals service; however, this would be similar to the 2021 appeals service.

[Redacted - information not in scope]

Enclosure 27: Email – RE: Briefing Submission - Scottish Attainment Challenge Refresh Event - 30 March 2022

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 25 March 2022 15:44

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Taylor A (Alison) <Alison.Taylor@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; DG Education & Justice <dgej@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)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot> [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: Briefing Submission - Scottish Attainment Challenge Refresh Event - 30 March 2022

PO

Please note the attached background briefing and Cabinet Secretary speech, with thanks to Education Scotland and David Livey for their input, ahead of the Scottish Attainment Challenge Refresh Event being held on 30 March 2022.

Regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Policy Manager | Scottish Attainment Challenge Policy Unit | Scottish Government | Area 2C North, Victoria Quay | Edinburgh | EH6 6QQ | [Redacted s38(1)(b)] | [Redacted s38(1)(b)]@gov.scot

THE SCOTTISH ATTAINMENT CHALLENGE

Tackling educational inequity



Enclosure 27.1 Attachment – Word Document

[Redacted - information not in scope]

Enclosure 27.2 Attachment – Word Document

[Redacted - information not in scope]

Revision support is being provided as part of a wider package of support this year - taken together, this is expected to give learners the best chance to demonstrate their potential and receive the grades they deserve.

- [Redacted - information not in scope]
- In addition, the approach SQA is taking to [Redacted - information not in scope] appeals will take into account the disruption learners have faced this year.

[Redacted - information not in scope]

Enclosure 28 – Email Re: EIS Request for an additional Inset Day

This information is also included in FOI 202200328831 at Enclosure 1.

From: [Redacted s38(1)(b)]

Sent: 24 May 2022 16:34

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; Anson S (Sam) <Sam.Ansen@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; Head SFIO <HeadSFIO@gov.scot>; <Redacted s38(1)(b)>

<Redacted s38(1)(b)>; <Redacted s38(1)(b)>; <Redacted s38(1)(b)>; <Redacted s38(1)(b)>; (Educ) <Redacted s38(1)(b)>; <Redacted s38(1)(b)>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; <Redacted s38(1)(b)>; <Redacted s38(1)(b)>; Livey D (David) <David.Livey@gov.scot>

Subject: EIS Request for an additional Inset Day

PS/Cabinet Secretary for Education and Skills

cc. as above

Please find attached a submission providing advice to inform a decision in relation to a formal request received from the EIS seeking an additional inset day at the start of the new academic session for both primary and secondary teachers (see separate attachment).

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot ✉ mobile: [Redacted s38(1)(b)] ✉ url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 28.1 – Attachment: word document

This information is also included in FOI 202200328831 at Enclosure 1.1.

From: [Redacted s38(1)(b)]

Curriculum and Qualifications Division
24 May 2022

Cabinet Secretary for Education and Skills

EIS INSET DAY REQUEST

Purpose

- To provide advice to inform a decision in relation to a formal request received from the EIS seeking an additional inset day at the start of the new academic session for both primary and secondary teachers.

Timing

- Routine.

Background

- The EIS initially raised the prospect of an additional inset day for secondary teachers during discussions around the potential numbers of appeals associated with the 2022 appeals service at the National Qualifications Working Group meeting. The Group has not formally discussed the requirement for an inset day.
- [Redacted s30(b)(ii)] Given that there was no consensus around the necessity of this additional day, and it was not an agreed position of the National Qualifications Working Group, we identified that EIS would need to submit a formal request if they wished this to be considered.
- The formal request that has now been received with the EIS seeking an additional inset day for both primary and secondary teachers this year (see separate attachment).
- The EIS has set out the rationale for the request for secondary teachers as being to create additional time in order that a potential greater number of SQA Appeals can be managed appropriately. They have outlined that this will require relevant discussions with individual young people, and the compilation and sending of both digital and physical assessment evidence to the SQA, much of this activity within very tight timescales.
- EIS has suggested that granting an additional inset day at the beginning of the new academic session to allow time for appeals in Secondary and for recovery priorities for the Primary sector, would go some way to acknowledging teacher workload and wellbeing issues which were highlighted in their recent survey.

Decision Process

- The EIS submitted a motion to the SNCT last year to increase inset days in general by two days permanently from five to seven days. Their motion to SNCT currently has been rejected by both Scottish Government and COSLA on the grounds that this would require legislation changes to the 190 pupil days' requirement unless teachers are willing to realign their terms and conditions so that any additional days don't affect the 190 days. So far this has been dropped by EIS but may be raised again following their June AGM.
- The Cabinet Secretary may also recall that there was a discussion at the Teacher Panel recently where the prospect of an additional half-day for teachers to engage with the National Conversation was raised. This has not been fully explored but, if the Cabinet Secretary was minded to consider this, it would be an additional request.
- Given we are still in the initial process of scoping and planning the National Conversation, we would still require to discuss the idea of additional inset time with stakeholders for this different purpose, and timing of any decision would be over a longer timeframe than this request. If it were to be agreed, we would wish to align any such announcement with the launch of the National Conversation which is currently planned to coincide with the Scottish Learning Festival in September.
- Requests for additional inset days do not require SNCT approval unless they impact on teachers terms and conditions. It is a Ministerial decision as to whether to allow a reduction in the statutory 190 days per school year to allow additional inset days to be taken (see Legal Considerations below).

Key Considerations

SQA Appeals

- The key initial rationale for the EIS request was to support any additional workload associated with a potential increase number of appeals this year. [Redacted s30(b)(ii)], the number of appeals is not yet known and may not be significantly different from a typical exam year - where gathering of evidence, and discussions with learners are a normal part of the annual assessment process.
- SQA have indicated that the main burden of work for appeals is in the review of evidence by appointees, rather than the administration and submission. As such, they have emphasised the need for local authorities and schools to be supportive in releasing appointees to take forward such work.
- [Redacted s30(b)(ii)] Since then, SQA has indicated that the numbers of Exceptional Circumstances requests are not currently breaching the thresholds they had indicated would threaten delivery, and we understand that the pattern of estimates submitted is more in line with 2019. Given that a more generous grading approach will be adopted this year, with SQA aiming to reach an intermediary position between 2021 and 2019 outcomes, this may indicate that the risk around an excessive number of appeals has lessened.

Impact on Learners

[Redacted s30(b)(ii)]

Timing

- While local authorities and schools have flexibility in the timing of any inset days, the EIS request suggests that an additional day should take place at the beginning of the new academic session. [Redacted s30(b)(ii)]
- All schools already have at least one, and in most cases two, inset days planned for the first couple of days at the start of the new academic session (see Annex A), after the summer break and before learners start back. They have flexibility as to how these days are used.

Teachers

- EIS have set out that an additional inset day would acknowledge the challenges teacher have faced and minimise further workload and wellbeing strain on teachers.

[Redacted s30(b)(ii)]

Stakeholder Views

- Following receipt of the formal request, officials have engaged further with stakeholders and a summary of their views is outlined below with a full overview of their relative positions included at Annex B.

[Redacted s30(b)(ii)]

Legal Considerations

[Redacted s36(1)]

- [Redacted s36(1)]

Summary and Recommendation

[Redacted s30(b)(ii)]

Conclusion

- **The Cabinet Secretary is invited to:**
 - **note the EIS request, key considerations and stakeholder views; and**
 - **indicate whether she is content with the recommendation that the request for an additional inset day is not approved at this time.**
- If the Cabinet Secretary is content, officials will prepare a response to EIS confirming the position.

[Redacted s38(1)(b)]

24 May 2022

Curriculum and Qualifications division

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
Minister for Higher Education, Further Education, Youth Employment and Training	X				
DG Education and Justice Director for Education Reform Director of Learning Gayle Gorman, Education Scotland Ollie Bray, Education Scotland Laura Murdoch, Directorate for Education Reform Sam Anson, Learning Directorate Liza McLean, Directorate for Education Reform Alison Taylor, Learning Directorate Head SFIO, Learning Directorate [Redacted s38(1)(b)], Education Workforce [Redacted s38(1)(b)], Education Workforce [Redacted s38(1)(b)], Learner Pathways and National Qualifications [Redacted s38(1)(b)], National Qualifications [Redacted s38(1)(b)], National Qualifications [Redacted s38(1)(b)], SGLD Comms Education [Redacted s38(1)(b)], Comms Education [Redacted s38(1)(b)], Comms Education David Livey, Special Adviser					

Annex A – Local Authority Return to School and Inset Days

Local Authority	Schools close	Inset Days	learners back
Aberdeen City Council	01-Jul	22-Aug	23-Aug
Aberdeenshire Council	01-Jul	22-Aug	23-Aug
Angus Council	29-Jun	10-Aug	11-Aug
Argyll & Bute Council	01-Jul	11/12 Aug	15-Aug
City of Edinburgh Council	01-Jul	15/16 Aug	17-Aug
Clackmannanshire Council	24-Jun	15/16 Aug	17-Aug
Comhairle nan Eilean Siar (Western Isles)	28-Jun	15-17 Aug	18-Aug
Dumfries & Galloway Council	01-Jul	18/19	22-Aug
Dundee City Council	30-Jun	15-Aug	16-Aug
East Ayrshire Council	29-Jun	17-Aug	18-Aug
East Dunbartonshire Council	23-Jun	15/16 Aug	17-Aug
East Lothian Council	01-Jul	15/16 Aug	17-Aug
East Renfrewshire Council	28-Jun	15/16 Aug	17-Aug
Falkirk Council	27-Jun	15/16 Aug	17-Aug
Fife Council	01-Jul	15/16 Aug	17-Aug
Glasgow City Council	24-Jun	15/16 Aug	17-Aug
Highland Council	30-Jun	15-Aug	16-Aug
Inverclyde Council	28-Jun	16/17 Aug	18-Aug
Midlothian Council	30-Jun	15/16 Aug	17-Aug
Moray Council	01-Jul	15-Aug	16-Aug
North Ayrshire Council	29-Jun	17-Aug	18-Aug
North Lanarkshire Council	28-Jun	15/16 Aug	17-Aug
Orkney Islands Council	30-Jun	15-Aug	16-Aug
Perth & Kinross Council	30-Jun	15/16 Aug	17-Aug
East Renfrewshire Council	28-Jun	15/16 Aug	17-Aug
Scottish Borders Council	30-Jun	15/16 Aug	17-Aug
Shetland Islands Council	01-Jul	15/16 Aug	17-Aug
South Ayrshire Council	29-Jun	18/19 Aug	22-Aug
South Lanarkshire Council	24-Jun	15/16 Aug	17-Aug
Stirling Council	24-Jun	15/16 Aug	17-Aug
West Dunbartonshire	28-Jun	15/16 Aug	17-Aug
West Lothian Council	24-Jun	15-Aug	16-Aug

Annex B – Stakeholder Views

[Redacted s30(b)(ii)]

Enclosure 28.2 – Attachment: word document

This information is also included in FOI 202200328831 at Enclosure 1.2.

From: [Redacted s38(1)(b)]@eis.org.uk>
Sent: 04 May 2022 15:39
To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Larry Flanagan <lflanagan@eis.org.uk>
Subject: EIS Correspondence

Dear Ms Somerville

Please find attached correspondence sent on behalf of Larry Flanagan, EIS General Secretary.

Best wishes

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]

**Administrative Assistant
Education and Equality Dept**

Ref:
LF/AB/LM
04 May
2022

Shirley Anne Somerville
Cabinet Secretary for Education and Skills
Via email only
CabSecES@gov.scot
Dear Shirley-Anne

As I expect you'll be aware from updates from civil servants representing Scottish Government on the NQ22 Working and Steering Groups, the EIS has been raising since well before the New Year, the matter of additional inset time to accommodate the likely increase in the volume of SQA Appeals this year.

We anticipate that as a result of Covid-related disruption and anxiety over the course of this session, and due to the fact that none of the young people in S4-S6 currently sitting exams have prior experience of sitting formal examinations, there are likely to be more young people whose exam grades fall short of their estimated grades and who will wish to seek upgrades to their awards through the Appeals Service.

Whilst the EIS is supportive of the Appeals Service in principle and can see the benefits that it might offer to young people who have been under significant pressure as a result of Covid disruption and associated anxiety, we have been clear from the outset that its delivery will require additional time resource for teachers, and have shared our thinking in relation to this with colleagues, including Scottish Government and ADES colleagues, on both the NQ22 Working and Steering Groups. We specifically requested that Scottish Government colleagues convey the EIS position to the relevant ministers.

At a meeting of the NQ22 Working Group early last month, disappointingly, the Scottish Government colleague on the Group stated that this had not been

progressed because an EIS press comment that had been seen had suggested that a formal written request from the EIS would be made. After a careful check, I can confirm that no such press comment was issued by the EIS.

The EIS Education Committee at its meeting of 29th March decided to write formally to you with the request for an additional inset day at the beginning of the new session, since there had been no movement on the matter by that stage, despite it having been raised several times over the past months.

The rationale for the request is to create the requisite additional time in order that the expected greater number of SQA Appeals can be managed appropriately. This will require relevant discussions with individual young people, and the compilation and sending of both digital and physical assessment evidence to the SQA, much of this activity within very tight timescales.

The EIS recently shared the very concerning survey data relative to teacher workload and wellbeing with you and we were appreciative of your understanding of the issues as discussed at the last bi-lateral meeting.

We hope you continue to appreciate the breadth and depth of the commitment that teachers have shown in supporting young people in their learning throughout the pandemic so far, and that this has been at some cost to teachers' own wellbeing.

The granting of an additional inset day at the beginning of the new academic session to allow time for Appeals in Secondary and for the many Recovery priorities that there are for the Primary sector, would go some way to acknowledging this, and towards minimising further workload and wellbeing strain upon a thoroughly exhausted workforce.

As always, I'd be happy to talk any of this over if that would be helpful, otherwise I look forward to your reply.

Best wishes

Larry Flanagan

General Secretary

Enclosure 29 - Email RE: SQA Appeals Guidance

This information is also included in FOI 202200328831 at Enclosure 2

From: Redacted s38(1)(b)@gov.scot

Sent: 30 May 2022 17:32

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; <Redacted s38(1)(b)@gov.scot>; <Redacted s38(1)(b)@gov.scot>; <Redacted s38(1)(b)@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; <Redacted s38(1)(b)@gov.scot>;[Redacted s38(1)(b)] gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: SQA Appeals Guidance

PS/Cabinet Secretary for Education and Skills

cc. as above

To make the Cabinet Secretary aware that SQA has confirmed that the attached documents will issue to Centres tomorrow setting out guidance for the 2022 Appeals service. This confirms that:

- Learners have a direct right of appeal – where their centre-submitted estimate is higher than their certificated grade
- Appeals will be free
- There are two ways that an appeal can be submitted:
 - ☐ Learners can submit an appeal (for eligible subjects) via the Direct Learner appeals service. This is accessed via SQA's website.
 - ☐ Centres can submit an appeal via the Appeals 2022 service available on SQA Connect, on behalf of their learners.
- Learners will be awarded the higher of two grades, based on either:
 - ☐ a clerical check of their SQA assessments — exam script and/or coursework, or
 - ☐ a review by SQA senior appointees of the assessment evidence submitted by their centre, also taking into account their performance in any required coursework
- Grades can go up or stay the same. There is a very small chance that a grade could also go down, but this would only be in the event of a clerical check identifying an error that reduces the original certificated grade, and the centre evidence not supporting the original certificated grade.
- A priority appeals service will operate for learners requiring the outcome of an appeal for immediate progression to university, college, training or employment.

A summary version of the Information for Centres document will be published on the SQA website tomorrow, along with an EQIA and CRWIA.

Public facing learner information is expected to follow in June with an online publication. This will be followed up with a print edition in the summer, to land around a week prior to results day.

Best regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

☐ email: [Redacted s38(1)(b)]@gov.scot ☐ mobile: [Redacted s38(1)(b)] ☐ url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 29.1 – Attachment: Word document

This information is also included in FOI 202200328831 at Enclosure 2.1.

Guidance for Appeals 2022 – Update for schools, colleges and training providers

Tuesday 31 May 2022

Appeals are an important part of the awarding process and, as we reach the end of exams and move towards grading and certification, we want to make sure that everyone understands how appeals will work this year.

Further to our message on [30 March](#), we have now published *Appeals 2022: Information for Centres* on [SQA Connect](#) in the NQ Information section. Information for learners on the appeals service will be published in June.

The *Information for Centres* document provides an overview of the appeals service including:

- key dates for Appeals 2022
- what to consider before submitting an appeal
- eligibility criteria
- priority appeals for those requiring the outcome of an appeal for immediate progression to university, college, training provider or employment
- gathering and submitting academic evidence (please note that evidence for priority appeals must be submitted digitally)
- potential outcomes of appeals
- withdrawing appeals

Appeals 2022 is a free service and provides learners with the opportunity to appeal directly to SQA or through their school, college or training provider. Information on the roles and responsibilities of SQA, centres and learners, both pre- and post-certification, is available on the [SQA website](#).

Schools, colleges and training providers know their learners best. As in previous years, learners will be advised to speak to their teacher or lecturer in the first instance if they have questions about their results or want to ask about appeals. In addition to the *Information for Centres* document, we will also be hosting webinars in June to support centres in their understanding of Appeals 2022. Last week, we sent information to SQA co-ordinators on how to book their place at a webinar.

We are currently developing detailed guidance on how to use the centre appeals system, which will be published before the service goes live in August. This will include information on how to submit appeals evidence on behalf of learners.

SQA has undertaken an Equalities Impact Assessment and a Child Rights and Wellbeing Assessment which cover the rationale for our approach to appeals and the exam diet for 2022. These can be found at [<include link to website>](#). We will also publish a summary version of the *Information for Centres* document on our website later today.

This information is also included in FOI 202200328831 at Enclosure 2.2.

Appeals 2022: Information for centres

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SQA is committed to using plain English. We will try to make our publications as easy and straightforward to understand as we can, and will try to avoid all unnecessary jargon. If there is any language in this publication that is hard to understand, or could be improved, please write to Editor, Editorial Team, at the Glasgow address or email: editor@sqa.org.uk.

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Notes

We use the term 'centre' throughout this document. Please understand 'centre' in this document as referring to schools, colleges and training providers.

We use the term 'head of centre' throughout this document, though in some centres it may be more appropriate for a senior member of staff to undertake the actions required. Please understand 'head of centre' in this document as meaning 'the head of centre or their delegate'. Any delegate acting on the head of centre's behalf must have explicit permission from the head of centre to do so.

We use the term 'working day' throughout this document. Understand 'working day' in this document as referring to Monday to Friday (excluding local or national bank holidays).

This document should be read in conjunction with Roles and Responsibilities for Appeals 2022 and the Appeals 2022 System User Guide which will be available at the beginning of August.

What is the Appeals 2022 service?

The purpose of Appeals 2022 is to provide learners and centres with the opportunity to review an SQA National Course grade whenever a learner has not achieved the expected result for the externally-assessed components of their course. Appeals must be based on valid and reliable evidence of demonstrated attainment against national standards. This evidence will be reviewed by SQA senior appointees. The evidence must have been authentically generated through planned assessment and will have been used to inform the estimates submitted to SQA. Appeals 2022 is free of charge and will be open for learners or their representatives to appeal directly to SQA, or through their school, college or training provider (centre) on Tuesday 9 August.

Learners will be awarded the higher of two grades, based on either:

- ☐ a clerical check of their SQA assessments — exam script and/or coursework, or
- ☐ a review by SQA senior appointees of the assessment evidence submitted by their centre, also taking into account their performance in any required coursework

Grades can go up or stay the same. There is a very small chance that a grade could also go down, but this would only be in the event of a clerical check identifying an error that reduces the original certificated grade, **and** the centre evidence not supporting the original certificated grade.

2

Key dates	Priority appeals	Dates
Appeals 2022 Learner Direct service opens to learners.		9 August 2022
Appeals 2022 service opens to centres on SQA Connect. All evidence for priority appeals must be digital.		9 August 2022
Deadline for submitting priority appeals via Learner Direct.		16 August 2022
Centre deadline for submitting priority appeals via SQA Connect. Evidence upload window for priority appeals closes.		19 August 2022
SQA issues results for priority appeals to centres.		5 September 2022
SQA confirms outcomes to UCAS. Replacement certificates issued to learners.		6 September 2022 mid-November 2022†

Non-priority appeals	Dates
Appeals 2022 Learner Direct service opens to learners.	9 August 2022
Appeals 2022 service opens to centres on SQA Connect (including ability to upload digital evidence).	9 August 2022
Stationery distribution to centres.	23 August 2022
Deadline for submitting non-priority appeals via Learner Direct.	30 August 2022
Centre deadline for submitting non-priority appeals via SQA Connect (and digital upload window for non-priority appeals closes).	2 September 2022
Higher/Advanced Higher uplift from centres.	7 September 2022
National 5 uplift from centres.	12 September 2022
SQA issues results for non-priority appeals.	By end of October 2022†
Replacement certificates issued to learners.	mid-November 2022†

†It may be necessary to change these dates, depending on the volume of appeals we receive. We will keep you informed if this happens.

Who is eligible for the Appeals 2022 service?

To be eligible for the Appeals 2022 service for a subject/level, learners must meet the following criteria:

- ☐ The learner's estimate is higher than their certificated grade — for example, the learner's exam result is a grade C, but their estimate was a grade B.
 - ☐ The learner's centre has submitted an estimate to SQA for that subject and level.
- Estimated bands of zero or blank will not be eligible.

- ☐ The learner must have taken and/or submitted all coursework and formal assessments, including exams.
- ☐ At least one component of the course assessment must be marked by SQA. Courses that are wholly internally assessed are not eligible for appeals.

Learners who have been through the Examination Exceptional Circumstances Consideration Service (EECCS) are excluded from the Appeals 2022 service for the same qualification.

This is because the EECCS includes a review, by SQA senior appointees, of the assessment evidence submitted by their centre, and also takes into account the learner's performance in any required coursework.

For more information on the EECCS, see the guidance document on SQA

Priority appeals

A priority appeals service will operate for learners requiring the outcome of an appeal for immediate progression to university, college, training or employment. The outcomes of these appeals will be released in time for the UCAS deadline.

Note the dates for this service — the deadline for learners to submit a priority appeal directly is 16 August, and the centre deadline is 19 August. SQA will confirm outcomes to centres by 5 September, and will notify UCAS by 6 September.

All priority appeals must be validated by a learner's centre.

All evidence must be submitted digitally using SQA Connect. Instructions on how to do this will be given in the *Appeals 2022 System User Guide*, which will be available at the beginning of August. The subject-specific evidence section of this guide will include information about the arrangements for certain subjects. Bespoke arrangements can be put in place to submit physical evidence for practical subjects (eg Art and Design). If this is required, please contact the Appeals Helpdesk.

When submitting a priority appeal request, you must also be able to provide contact details for the university, college, or place of employment that requires the grade information. The UCAS Adviser Portal provides real-time applicant status data and can help you identify learners with conditional places before August certification. You should not submit a priority appeal until you have ensured it meets the required criteria.

Which qualifications are eligible for appeals?

All National Courses at National 5, Higher and Advanced Higher are eligible, with the exception of the following (which are wholly internally assessed):

- ☐ National 5 Practical Electronics
- ☐ National 5 Practical Metalworking
- ☐ National 5 Practical Woodworking

What needs to be considered before submitting a request?

For those learners who have not performed to the standard expected, centres should ensure that there is convincing assessment evidence of a higher level of demonstrated attainment. Please bear in mind aspects such as a high volume of variation between estimates and course awards in a subject — this may indicate issues around the accuracy of the original estimates. There is also the possibility that a discrepancy between an estimate and performance in the course assessment may be evidence of a learner's lesser ability to retain

and integrate knowledge and skills independently or under exam conditions, particularly if the evidence has been gathered over time from class work. 5

Before submitting an appeal, you should also:

- ☐ Consider the evidence base for estimates for learners identified by SQA as having not met their estimated grade, and check that it reflects the learners' completion of all parts of the course subject to modifications to assessment in place for session 2021–22.
- ☐ Speak with those learners expressing a desire to appeal or who have concerns with their certificated outcomes, ensuring there is clarity between the learner and centre on whether an appeal is being progressed.
- ☐ For those considering submitting an appeal, ensure learners have all the information required to make an informed choice as to whether to proceed with the appeal. For priority appeals, ensure that you have validated the reason for the priority.
- ☐ Remember that the learner has the final say as to whether an appeal should be submitted to SQA. Should a learner choose to not take part in an advisory conversation, or be unable to for any reason, the appeal must still be progressed if they have indicated that is their intention.
- ☐ Finalise the list of learners to present for review.

How does the Appeals 2022 service work?

There are two ways that an appeal can be submitted:

- ☐ Learners can submit an appeal (for eligible subjects) via the Direct Learner appeals service. This is accessed via SQA's website.
- ☐ Centres can submit an appeal via the Appeals 2022 service available on SQA Connect, on behalf of their learners.

Details of how to submit and progress the appeal on SQA Connect will be available to centres in the Appeals 2022 System User Guide, which will be available at the beginning of August.

Appeals must be submitted and progressed, and digital evidence provided, to the timescales set out in the key dates section.

The Appeals 2022 service deals with potential grade changes, not band point movements within a grade. If an upgrade is awarded based on the review by SQA appointees of alternative learner evidence, then the grade awarded will be at the lowest band point available; for example A2, B4 or C6.

Centres should inform SQA (appeals.enquiries@sqa.org.uk) of any learners with a conditional offer from university that requires an A1 band. In these cases, by exception, should the learner's alternative evidence justify an A grade, the appointee will also determine the appropriate band.

Academic evidence

For each request, you must provide alternative learner evidence for the course. SQA will consider a wide range of learner evidence. Evidence is most convincing where the assessment that generated it mirrors key aspects of the specific skills, knowledge and understanding requirements of the course. For further information, please see 'National Courses: guidance on evidence for estimates in session 2021–22'.

It is not necessary to provide assessment evidence for every aspect of the course content. However, it is a requirement to provide alternative evidence for the skills, knowledge and understanding assessed in the question paper component.

Any externally-assessed coursework will be presented to SQA appointees for review. Coursework gathered over time is likely to be the learner's best work, and centres are not expected to provide alternative coursework evidence. There is more detail about this in the Subject-specific evidence submission guidance on page 8.

Evidence for internally assessed course components does not need to be presented for review.

Types of evidence

Prelims or mock exams are likely to be the most reliable indicator of performance in a question paper component. The most convincing examples of these will accurately predict attainment in the skills, knowledge, and understanding assessed by the question paper.

They will be clearly aligned to the course specification, content, level of demand, and assessment conditions as exemplified in the specimen question papers and past papers.

The way in which prelim or mock question papers are produced can vary. They tend to fall into three main categories: centre produced papers; papers generated co-operatively by a group of centres; and commercially produced question papers. All of those have the potential to generate robust evidence for appeals. In all cases, the validity, reliability and security of the evidence should be checked before being submitted to SQA.

Centres generating their own prelims sometimes incorporate elements of SQA past papers. This can be a valid approach. Please note, though, that an SQA past paper or specimen question paper in its entirety will not be accepted if it is the only evidence submitted. These papers and their marking instructions are in the public domain and can be accessed by learners. The subject-specific ACM 2021 Assessment Resources available on the SQA secure site cannot be used in their entirety as the only evidence to support appeal requests.

These resources are not secure and should be treated in the same way as SQA past papers or specimen question papers.

The following types of evidence might also be relevant for consideration:

- ☐ Unit assessments or end of topic tests: These are valuable assessments to check progress and inform next steps in teaching and learning. However, on their own they may lack sufficient integration, challenge, or application to be a robust academic evidence base, although you could use them as supplementary evidence. For some National Courses, an integrative class test that samples skills, knowledge and understanding that are not covered in an early prelim can provide a useful formative exercise for learners, as well as additional evidence to support an appeal.
- ☐ Classwork: This may consist of a variety of naturally-occurring evidence types, produced under conditions that are different from those required for course assessment. Evidence of this kind is unlikely to form a strong evidence base on its own, but may supplement other evidence.
- ☐ Performance: In Dance, Drama, and Music, you may enclose recorded centre evidence of a learner's practical performances with your evidence. Recording of candidate performances is not mandatory. Please refer to subject-specific evidence submission guidance below.

Please note that, for session 2021–22, the assessment requirements for National Courses have been modified in response to the COVID-19 pandemic. Please read the National Course modification summary on our website, which outlines the changes and final requirements for this session, in conjunction with the course specification. You can find

these for each National Course on the subject pages of our website, under 'Course Information 2021–22'.

Evidence must have been authentically generated through planned assessment and will have been used to inform the estimates submitted to SQA. All academic evidence submitted in support of a request must have been generated before the date of the timetabled examination.

Evidence for internally assessed course components does not need to be presented for review.

It is essential that you are confident in the authenticity of the learner's evidence you are providing for an appeal.

Submitting academic evidence

For each type of evidence, centres must submit the instrument of assessment and marking instructions, clearly showing how these have been applied, in line with national standards.

- ☐ Instrument of assessment — this is the mechanism by which the assessment has been conducted to demonstrate a learner's knowledge and/or skills.
- ☐ Marking instructions or marking scheme — for each type of evidence submitted, it is important that the marking scheme or marking instructions are provided to exemplify the standard for achievement within the centre, and to show how the learner evidence has been marked or measured. Marking instructions or a marking scheme normally indicate the number of marks each question or component of the task attracts and should also indicate acceptable answers or criteria for awarding marks.

Submitting physical evidence

It is not possible to submit physical evidence for a priority appeal except by bespoke arrangement for practical subjects, which has been agreed with the Appeals Helpdesk. If submitting physical evidence (for a non-priority appeal), please refer to the guidance in your stationery distribution package.

If any evidence submitted is in the medium of Gaelic, this should be indicated on the flyleaf. If learner evidence has already been submitted to SQA for verification, this should be indicated on the flyleaf.

All components submitted for assessment will form part of the overall evidence that examiners review.

Submitting digital evidence

Please note that all evidence for priority appeals must be submitted digitally except by bespoke arrangement for practical subjects, which has been agreed with the Appeals Helpdesk.

It is recommended that evidence for non-priority appeals is digitised and submitted directly to SQA via SQA Connect. This will involve creating a scanned version of any paper-based evidence. However, centres may choose to submit evidence physically via uplift.

There are subject-specific instructions for certain subjects in the next section. Centres should also refer to the NQ 2022 Appeals System User Guide available at the beginning of August for information about uploading digital evidence.

The file types that can be uploaded to the Appeals 2022 service on SQA Connect are:

- ☐ Word Processing: .doc, .docx, .rtf, .txt
- ☐ PDF documents: .pdf
- ☐ Presentations: .ppt, .pptx, .ppsx
- ☐ Spreadsheets: .xls, .xlsx
- ☐ Image: .bmp, .gif, .jpg, .tiff, .png
- ☐ Multimedia/Audio-visual: .avi, .mp3, .mp4, .mpeg, .mpg, .mid, .midi, H.264, .wav, .wmv, .wma, .ogg, .ogm, .flv, .mov
- ☐ Databases: .accdb, .mdb
- ☐ Publishing: .pub

Subject-specific evidence submission guidance

Please read this additional subject-specific guidance before preparing learner evidence submissions for any of the subjects listed in this section.

Administration and IT: National 5 and Higher

The externally-assessed 2022 assignments will be presented to SQA appointees as part of the appeals review. Therefore, there is no requirement to submit alternative evidence for the assignment unless the centre believes that their alternative evidence is more indicative of the learner's performance than the 2022 assignment. Centres are encouraged to submit alternative evidence — for the question paper (and assignment, if required) — digitally, via SQA Connect. 9

If a submitted assessment has e-files, they must show all notes and/or comments. If your learners used unchanged e-files published by SQA, there is no need to submit these. You should include a note to that effect on the assessment instrument.

Art and Design: National 5, Higher and Advanced Higher

It is recommended that evidence is submitted physically to SQA. You may also submit evidence digitally via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

The externally-assessed portfolios for Art and Design will be presented to SQA appointees as part of the appeal review. Since the portfolios are produced over time, it is likely to be learners' best work. Therefore, centres are not expected to provide alternative portfolio evidence.

Dance: National 5 and Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

For the performance and practical activity components, performances from visiting assessment are likely to be the learner's best work and therefore, centres are not expected to provide evidence of a learner performing on another occasion.

However, for any other centre-based assessment events, for example candidates who were not in the sample of 12 for the visiting assessment, recordings can be submitted for the performance and practical activity components along with the choreography review. SQA

appointees reviewing evidence will be provided with the candidate mark sheets completed by the designated centre assessor for these candidates.

Recordings can be submitted for the performance and practical activity components that were made during the visiting assessor's visit along with the choreography review. As detailed in the information for teachers and lecturers document for Dance, recording was not mandatory during visiting assessment. SQA appointees will have access to the candidate mark sheets completed by the visiting assessor for these candidates.

All recordings should clearly highlight the candidate for whom the appeal is being submitted for.

Design and Manufacture: National 5, Higher and Advanced Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

The externally-assessed assignments for Design and Manufacture will be presented to SQA appointees as part of the appeal review. Since the assignments are produced over time, it is likely to be learners' best work. Therefore, centres are not expected to provide alternative assignment evidence.

Drama: National 5, Higher and Advanced Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

For the performance component, performances from visiting assessment are likely to be the learner's best work and, therefore, centres are not expected to provide evidence of a learner performing on another occasion.

However, for any other centre-based assessment events, for example candidates that were not in the sample of 12 for the visiting assessment at National 5, recordings can be submitted. SQA appointees reviewing evidence will be provided with the candidate mark sheets completed by the designated centre assessor for these candidates.

Recordings can be submitted for the performance component that were made during the visiting assessor's visit. As detailed in the information for teachers and lecturers document for Drama, recording was not mandatory during visiting assessment. SQA appointees will have access to the candidate mark sheets completed by the visiting assessor for these candidates.

All recordings should clearly highlight the candidate who is being assessed/for whom the appeal is being submitted.

At Advanced Higher, the externally-assessed project-dissertation and assignment will be presented to SQA appointees as part of the appeal review. Since the dissertation is produced over time and the assignment is a controlled write up where candidates use a resource sheet to assist them, it is likely to be candidates' best work. Therefore, centres are not expected to provide alternative evidence for these components.

Fashion and Textile Technology: National 5 and Higher

The externally-assessed assignment, along with the practical component mark, will be presented to SQA appointees as part of the appeal review. As the assignment is completed

after all course content has been delivered, it is likely to be the learner's best work, and centres are not expected to provide alternative assignment evidence.

If centres do have alternative evidence, it should be digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

Gàidhlig: National 5, Higher and Advanced Higher

Centres are not required to submit alternative evidence for the Performance — Talking component at National 5, Higher or Advanced Higher level.

At National 5 and Higher, the mark for Performance — Talking will be available to appointees and taken into account during the appeals review. At Advanced Higher level, this component is conducted by SQA visiting assessors and will be considered as part of the appeals review.

Geography: National 5, Higher and Advanced Higher

For all levels, you should submit any Ordnance Survey maps used with assessment tasks. For Advanced Higher Geography, tracing overlays and any supplementary items should also be included.

The externally-assessed Advanced Higher project-portfolio will be presented to SQA appointees as part of the appeal review. Since the project-portfolio is produced over time, it is likely to be the learner's best work, so centres are not expected to provide alternative project-portfolio evidence.

Graphic Communication: National 5, Higher and Advanced Higher

The externally-assessed National 5 and Higher assignment, and the Advanced Higher project, will be presented to SQA appointees as part of the appeal review. The assignment is completed after all course content has been delivered, and the project is produced over a long period of time, so it is likely to be the learner's best work. Therefore, centres are not expected to provide alternative evidence. If centres do have alternative evidence, it should be digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

History: Advanced Higher

If submitting any appeals for Advanced Higher History, please complete the short online form at <https://www.sqa.org.uk/sqa/98483.html> to inform SQA of the chosen field of study for each appeal.

You only need to identify candidates when an appeal has been submitted. Candidates for whom an appeal is not being submitted do not need to be noted on the form.

Modern Languages: National 5, Higher and Advanced Higher

Centres are not required to submit alternative evidence for the Performance — Talking component at National 5, Higher or Advanced Higher level.

At National 5 and Higher, the mark for Performance — Talking will be available to appointees and taken into account during the appeals review. At Advanced Higher level, this component is conducted by SQA visiting assessors and will be considered as part of the appeals review.

Centres are not required to submit alternative evidence for Advanced Higher Portfolio component. The portfolio submitted by centres to SQA will be considered as part of the appeals review.

Music: National 5, Higher and Advanced Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

For the question paper component, audio files and marking instructions should also be provided for any centre-devised questions. You should also indicate where SQA past paper questions have been used in your assessments — the audio files do not need to be provided for SQA past paper questions.

For the performance component, performances from visiting assessment it is likely to be the learner's best work, so centres are not expected to provide evidence for a learner performing on another occasion. However, for any other centre-based assessment events, recordings can be submitted for the performance components in the form of audio or video files for the learner's complete programme. You must also include sheet music and completed learner assessment records that show the assessment judgements.

Recordings can be submitted for the performance component that were made during the visiting assessor's visit alongside all sheet music. As detailed in the information for teachers and lecturers document for Music Performance, recording was not mandatory during visiting assessment. SQA appointees will have access to the candidate mark sheets completed by the VA.

Music — Portfolio: Advanced Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

For the question paper component, audio files and marking instructions should also be provided for any centre-devised questions. You should also indicate where SQA past paper questions have been used in your assessments. The audio files should not be provided for SQA past paper questions.

The externally-assessed portfolio will be presented to SQA appointees as part of the appeal review. The portfolio is produced over a period of time, so it is likely to be the learner's best work. Therefore, centres are not expected to provide alternative evidence.

However, alternative evidence for the portfolio component could include audio recordings, scores or performance plans, and a review for each composition or arrangement.

For the performance component, performances from visiting assessment are likely to be the learner's best work, so centres are not expected to provide evidence for a learner performing on another occasion. However, for any other centre-based assessment events, recordings can be submitted for the performance components in the form of audio or video files for the learner's complete programme. You must also include sheet music and for any centre-based assessments, completed learner assessment records that show the assessment judgements.

Recordings can be submitted for the performance component that were made during the visiting assessor's visit alongside all sheet music. As detailed in the information for teachers and lecturers document for Music Performance, recording was not mandatory during visiting

assessment. SQA appointees will have access to the candidate mark sheets completed by the VA.

Music Technology: National 5, Higher and Advanced Higher

The externally-assessed National 5 and Higher assignment, and the Advanced Higher project, will be presented to SQA appointees as part of the appeal review. The assignments and project are produced over a period of time, so it is likely to be the learner's best work. Therefore, centres are not expected to provide alternative evidence.

It is recommended that all evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

Evidence for the assignment and project components may include learner logs and evaluations, media files and any other supporting materials.

For National 5 and Higher, audio files and marking instructions should be provided for any centre-devised questions. You should also indicate where SQA past paper questions have been used in your assessments — the audio files do not need to be provided for SQA past paper questions.

Physical Education: National 5 and Advanced Higher

The externally-assessed portfolio for National 5 will be presented to SQA appointees as part of the appeal review. Since the Portfolio is produced over time, it is likely to be candidates' best work. Therefore, centres are not expected to provide alternative evidence.

The externally-assessed project for Advanced Higher will be presented to SQA appointees as part of the appeal review. Since the project is produced over time, it is likely to be candidates' best work. Therefore, centres are not expected to provide alternative evidence.

Photography: Higher

It is recommended that evidence is digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

The externally-assessed project for Photography will be presented to SQA appointees as part of the appeal review. Since the project is produced over time, it is likely to be learners' best work, so centres are not expected to provide alternative project evidence.

Practical Cake Craft: National 5

The externally-assessed assignment, along with the practical component mark, will be presented to SQA appointees as part of the appeal review. As the assignment is completed after all course content has been delivered, it is likely to be the learner's best work, and centres are not expected to provide alternative assignment evidence.

If centres do have alternative evidence, it must be digitised and submitted directly to SQA via SQA Connect. This will involve creating an electronic (scanned) version of any paper-based evidence.

Withdrawing an appeal

Learners can withdraw via the Learner Direct service, as long as their centre has **not** progressed their appeal to SQA, until:

- ☐ Priority appeals: Tuesday (11.59 pm) 16 August
- ☐ All other appeals: Tuesday (11.59 pm) 30 August

Appeals can be withdrawn by centres following consultation with learners via the Appeals 2022 service on SQA Connect until:

- ☐ Priority appeals: Friday (5 pm) 19 August
- ☐ All other appeals: Friday (5 pm) 2 September

Appeals cannot be withdrawn after the relevant submission window has passed.

Retention and return of coursework and other evidence

SQA must retain coursework and other evidence that has been used as part of an appeal for at least 12 months from the date of certification. This is in case these materials are subject to any complaints. Centres and learners can request that coursework is returned, on payment of a charge and by completing a request form. All details can be found on the Return of

External Assessment Materials webpage: <https://www.sqa.org.uk/sqa/41345.html>. Applicable charges should be paid using the WorldPay facility. All requests and payments should be made by 30 September 2022.

Centres can request the return of other alternative evidence submitted in support of an appeal by emailing return.materials@sqa.org.uk and on payment of a charge. You can find details of applicable charges at <https://www.sqa.org.uk/sqa/41345.html>. Payments should be made by invoice. All requests and payment should be made by 30 September 2022. This evidence will be returned to the centre.

How results are issued

See the key dates section for information on when outcomes will be released.

All outcomes will be released to centres, using SQA Connect. Centres will then inform learners. UCAS will be informed of the outcome of priority appeals.

Please note that component marks reports will not be updated/reissued following an appeal change of grade. No feedback on the appeal result will be provided.

By mid-November 2022, revised results will be updated on MySQA and certificates will be posted to candidates. It may be necessary to change this date, depending on the volume of requests we receive. We will keep you informed if this happens.

The grade awarded following the completion of appeals will be final, and there will be no further means to appeal the result.

Estimate amendment requests

Learners are not able to appeal their estimates with SQA. If a learner, or their representative, has concerns about their estimate, they should discuss these with their centre.

Centres are expected to have informed learners of their estimates and addressed any learner concerns. We would expect that any centre errors regarding estimates would have been corrected before the end of term in June 2022.

Administrative errors regarding estimates

Exceptionally, if you identify an administrative error affecting an estimate after Results Day, you should contact estimates@sqa.org.uk.

The head of centre should provide the following details:

- ☐ Candidate name, SCN, date of birth
- ☐ Course title, course code and level
- ☐ Confirmation of the correct estimate
- ☐ Confirmation that the centre holds evidence to support the estimate
- ☐ An explanation of how the error occurred and confirmation that it is unlikely to recur.

Centre acknowledges discrimination or failure to provide an assessment arrangement, which affected an estimate

If, after certification and following an internal investigation process, the centre or local authority acknowledges discrimination or a failure to provide assessment arrangements in line with SQA requirements, for assessments that contributed to the estimate, the head of centre should write to bc.appeals@sqa.org.uk. SQA expects such cases to be exceptionally rare.

The head of centre should provide the following details:

- ☐ Candidate name, SCN, date of birth
- ☐ Course title, course code and level
- ☐ Confirmation of one of the following:
 - the centre, or local authority, acknowledges discrimination or other unlawful conduct contrary to the Equality Act (2010)
 - discrimination or other unlawful conduct contrary to the Equality Act (2010) has been established by a court or other relevant body*
 - a centre, or local authority, acknowledges the centre was informed of a learner's disability prior to assessments taking place and failed to determine or verify the learner's need for assessment arrangements, as required by SQA guidance
- or
- the centre, or local authority, acknowledges a failure to provide a pre-agreed assessment arrangement

☐ Confirmation that the estimate was affected by the issue acknowledged/established — if this is the case, a revised estimate should be provided where possible

☐ Confirmation that the learner consents to have evidence reviewed through the appeals process

☐ Provide information about the candidate's alternative evidence and whether it was affected by the issue acknowledged/established.

*For local authority schools and colleges overseen by the Scottish Public Services Ombudsman (SPSO), a complaint about discrimination that is upheld by the SPSO may be regarded as established.

The centre must inform SQA if the learner has a conditional offer at a college, university, or employment. All priority requests must be sent by 19 August 2022, and all non-priority requests by 2 September 2022.

SQA will endeavour to resolve priority requests by the UCAS deadline. However, as these are complex matters, it may not be possible to resolve all cases in this timeframe.

Requests to amend estimates on this basis will only be accepted if all the required information is provided. An SQA panel will review approved requests. The panel will confirm the appropriate action after this point:

- a) A review of learner evidence via normal academic appeals process is arranged.
- b) A review of learner evidence, specified by the panel to only include evidence not affected by the acknowledged/established issue, is arranged.

Exceptionally, if neither a) nor b) provide sufficient basis or evidence to fairly determine a grade, SQA may advise a centre to re-assess a candidate to produce new alternative academic evidence.

Where these actions are completed and do not lead to a grade change, or a re-assessment opportunity is refused by the learner, the process is concluded. SQA cannot decide a new result for the candidate unless there is sufficient evidence to justify the grade.

Contact us and further information

For support, and to answer questions regarding appeals or the information provided in this document, please visit the SQA website, contact the SQA Appeals Helpdesk, or contact your local liaison manager (details can be found at www.sqa.org.uk/liaisonteam).

For enquiries from centres, the SQA Appeals Helpdesk is available from 8.30 am to 4.30 pm Monday to Thursday; and 8.30 am to 3.30 pm on Fridays (with the exception of local and bank holidays).

Phone: 0345 213 6612 (option 4) Email: appeals.enquiries@sqa.org.uk
Information about appeals can be found on SQA's website: <http://www.sqa.org.uk/appeals>.

Please note

SQA Connect is a secure online portal. The SQA Appeals Helpdesk operators do not have the ability to view or access the portal through which centres submit requests.

All questions about access to SQA Connect should be emailed to sqaconnect@sqa.org.uk.

Enclosure 30– Email RE: FW: SQA Priority Appeals & Conditional Offers

This information is also included in FOI 202200328831 at Enclosure 3.

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 06 June 2022 09:08
To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills
<CabSecES@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>;
[Redacted s38(1)(b)]@gov.scot>; <[Redacted s38(1)(b)]@gov.scot>;
[Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>
Subject: RE: SQA Appeals Guidance

Hi [Redacted s38(1)(b)],

Ms Somerville has noted.

Thanks

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Deputy Private Secretary to Cabinet Secretary for Education & Skills | T: [redacted s.38(1)(b)] | M: | [Redacted s38(1)(b)] | E: | The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

Remainder of enclosure removed as duplicate of email chain at Enclosure 29.

Enclosure 30.1 – Attachment: Word Document

[Redacted – information not in scope]

Enclosure 31 – Email: RE: SQA Appeals Guidance

This information is also included in FOI 202200328831 at Enclosure 3.

From: [Redacted s38(1)(b)]@gov.scot

Sent: 15 June 2022 10:49

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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)]@gov.scot; Livey D (David) <David.Livey@gov.scot>

Subject: RE: SQA Appeals Guidance

PS/Cabinet Secretary for Education and Skills

cc. as above

To make the Cabinet Secretary aware that the attached information for learners on the SQA Appeals Service is expected to be published on the SQA website mid-morning tomorrow (Thursday 16 June), along with some social media. A printed version is expected to follow later in the summer, nearer Results Day, with more social media activity at that point.

This information aligns with the guidance issued to centres at the end of May to which there was no stakeholder or media reaction. We will monitor any reaction to the more public facing learner guidance and refine any lines as necessary.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills

Sent: 06 June 2022 09:08

To: [Redacted s38(1)(b)]@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Minister for Children & Young People <MinisterCYP@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; <[Redacted s38(1)(b)]@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@gov.scot>;[Redacted s38(1)(b)] @gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: RE: SQA Appeals Guidance

Hi [Redacted s38(1)(b)],

Ms Somerville has noted.

Thanks

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Deputy Private Secretary to Cabinet Secretary for Education & Skills | T: [redacted s.38(1)(b)] | M: |
[Redacted s38(1)(b)] | E: |The Scottish Government | St Andrew's House, Regent Road, EDINBURGH
EH1 3DG

Remainder of enclosure removed as duplicate of email chain at Enclosure 29.

Enclosure 31.1 – Attachment: pdf

[Redacted s25(1)]

https://www.sqa.org.uk/sqa/files_ccc/SQA-Appeals-2022-guidance-for-learners.pdf

**Enclosure 32 – Email RE: OFFICIAL SENSITIVE - Exam Results Day Briefing.
Restricted statistics until 9:30am Tuesday 9 August**

This information is also included in FOI 202200328831 at Enclosure 7.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 08 August 2022 19:25

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;

Lively D (David) <David.Lively@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>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@educationscotland.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)]@gov.scot>; First Minister <firstminister@gov.scot>;

Lloyd E (Elizabeth) <Elizabeth.Lloyd@gov.scot>: Deputy First Minister and Cabinet Secretary for

Covid Recovery <DFMCSCR@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>

[Redacted s38(1)(b)]@gov.scot>: [Redacted s38(1)(b)]@gov.scot>: Director of Advanced Learning

and Science <DirectorofAdvancedLearningandScience@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)]@gov.scot> [Redacted s38(1)(b)]@gov.scot>

[Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>: Minister for HE, FE, Youth Employment and Training

<MinisterHEFEYET@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>;

Pooley L (Linda) Dr <Linda.Pooley@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>; Macdonald R

(Roddy) <Roddy.Macdonald@gov.scot>; Minister for Children & Young People

<MinisterCYP@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; Murdoch L (Laura) (Educ)

<Laura.Murdoch2@gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: RE: OFFICIAL SENSITIVE - Exam Results Day Briefing. Restricted statistics until 9:30am

Tuesday 9 August

Ps/Cabinet Secretary for Education and Skills

cc, as above

Please find attached an updated briefing pack relating to the SQA Results 2022.

Main changes are to update the attainment gap lines, defensive lines, education recovery Annex updated, Subject Specific Annexes updated along with a new Annex with a summary of notable subject specific results. A tracked version change is included for ease of reference if needed.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

email: [Redacted s38(1)(b)]@gov.scot mobile: [Redacted s38(1)(b)] url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>

Sent: 05 August 2022 21:49

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;

Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]

> [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>; Bray O

(Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted]

s38(1)(b)]@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; @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](#)>;

s38(1)(b)]@gov.scot>; First Minister <firstminister@gov.scot>; Lloyd E (Elizabeth)

<Elizabeth.Lloyd@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid

<DFMCSCR@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; [Redacted]

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>; [Redacted s38(1)(b)] [@gov.scot](mailto: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)]@gov.scot [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Minister for HE, FE, Youth Employment and Training

<MinisterHEFEYET@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>;

Pooley L (Linda) Dr <Linda.Pooley@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>; Macdonald

R (Roddy) <Roddy.Macdonald@gov.scot>; Minister for Children & Young People

<MinisterCYP@gov.scot>

Subject: OFFICIAL SENSITIVE - Exam Results Day Briefing. Restricted statistics until 9:30am Tuesday 9 August

PS/ Cabinet Secretary for Education and Skills

CC: First Minister, Deputy First Minister, Minister for Further Education, Higher Education, Youth Employment and Training and Minister for Children and Young People

Please find attached statistical information, core narrative and briefing relating to the SQA Results 2022. These statistics will be published at 9.30am on Tuesday 9th August. A follow up meeting between the Cabinet Secretary and officials is scheduled for 9am on Monday morning.

[Redacted – information not in scope]

Thanks

Laura

Laura Murdoch | Curriculum and Qualifications Division | Education Reform Directorate | Scottish Government |

M: [Redacted s38(1)(b)]

[Redacted – information not in scope]

Enclosure 32.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 7.1.

[Redacted – information not in scope]

Help and advice

- **Learners will have free, direct access to appeals for National 5, Higher and Advanced Higher where their awarded grade is less than their teacher submitted estimate – a key element of the modified process to support learners this year.**
- **As learners consider their next steps, there is help available, whether it is practical information and careers advice or support for wellbeing, including the Careers Helpline hosted by Skills Development Scotland and through the Young Person's Guarantee.**

[Redacted – information not in scope]

Appeals

How many learners are eligible to appeal?

- The SQA appeals process is a key element of the modified process to support learners this year - it is free of charge and open now.
- **[Redacted s30(b)(ii)]**

[Redacted – information not in scope]

- **Annex C – Appeals**

2022 Appeals service

- Unlike the rest of the UK, all learners have free, direct access to the appeals service where their final grade is lower than the estimate submitted by the relevant centre.
- A priority service is available for learners where they have a conditional offer of a place in university, college, training or employment that depends on their grade.
- This year's appeals service will involve SQA appointees – experienced course teachers and lecturers – reviewing alternative assessment evidence completed by learners through the year (and supplied by the relevant centre to SQA).
- If, following this review of evidence, SQA assesses that a higher grade has been achieved, then this will be awarded.
- If the review of evidence results in a lower grade than that achieved in the exam, then the exam grade will stand.
- The appeals service opens at 9am on 9 August. Priority appeals must be submitted by 19 August and results will be issued on 5 September – priority appeals must be validated by a learner's school, college or training provider.
- Non-priority appeals must be submitted by 2 September with the intention being to issue results by the end October.

- If a school, college or training provider has submitted an Examination Exceptional Circumstances Consideration Service (EECCS) request that has been accepted and reviewed, and an award has been made, learners are not eligible to use the appeals service. This is because the EECCS already includes a review of alternative evidence. A separate appeals process will apply for the EECCS.

Symmetry Approach to Appeals/No Detriment

- In most cases grades will go up or stay the same, however, there is a very small chance that a grade could also go down. This would only be in the event of a clerical check identifying an error that reduces the original certificated grade, and the centre evidence not supporting the original certificated grade.
- The symmetry approach to appeals (the ability for grades to go down as well as up or stay the same) is consistent with SQA's approach in previous years and comparable with other appeals services in the rest of the UK and internationally.
- The National Qualifications Group has been clear that demonstrated attainment is a key principle in ensuring credibility and fairness of the qualifications.
- To move to a position of 'no detriment' would bring a question of fairness if the evidence indicated the candidate's performance did not support the awarded grade but they were not downgraded.
- Conversations between learners and their teacher should make clear where a learner has been assessed within their grade, particularly in borderline decisions, and provide advice on the merits and risks of an appeal.
- In previous years, the number of downgrades has been low (8 out of 13,898 in 2017; 7 out of 13,063 in 2018; 2 out of 11,138 in 2019; 26 out of 664 in 2020 and 13 out of 3,483 in 2021).

[Redacted s30(b)(ii)]

SQA Industrial Action

Key Lines:

- Aware that the Unite ballot for industrial action closes on 22nd August but do not anticipate this affecting priority appeals.
- Officials are continuing to monitor the potential implications of any strike action by SQA staff in relation to ongoing pay negotiations.
- Staff pay is a matter for SQA as the employer, however very conscious of the wider public sector pay landscape and are working closely with SQA to seek a resolution.

Additional Inset-day Request

EIS issued advice on 8 August for Secondary and FE Members in relation to appeals which referenced their previous request for an additional inset day.

Line to take:

As I made clear in my response to EIS, I take the wellbeing of teachers very seriously, and recognise the increased pressures and challenges that all education staff have faced over the last two years. However it is still too early to know the number of appeals that are going to be made at this early stage. If the numbers are very significant then, as I have made clear previously, I am open to reconsidering the

request for an additional INSET day albeit that request needs to be balanced with the need to ensure that learning is not disrupted further without significant justification.

[Redacted – information not in scope]

What to do if you don't get your grades or your first choice place at university

[Redacted – information not in scope]

- If you don't think your grades reflect your ability, you do have the option of appeal. Appeals are free and your appeal will be treated as a priority if your grades are required for immediate entry to university. They will be processed and the result shared with UCAS by 6 September. If you intend to appeal, you should contact your first choice institution to let them know. You can find further information on the appeals service and all deadlines for priority appeals from the SQA with their Appeals 2022: What you need to know.

[Redacted – information not in scope]

**Enclosure 33 – Email RE: OFFICIAL SENSITIVE - Exam Results Day Briefing.
Restricted statistics until 9:30am Tuesday 9 August**

This information is also included in FOI 202200328831 at Enclosure 8

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 09 August 2022 17:11

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;

Lively D (David) <David.Lively@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>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]

@educationscotland.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)] @gov.scot>; First Minister <firstminister@gov.scot>; Lloyd E

(Elizabeth) <Elizabeth.Lloyd@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid

Recovery <DFMCSCR@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>;

[Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Director of Advanced Learning

and Science <DirectorofAdvancedLearningandScience@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)] @gov.scot>; [Redacted s38(1)(b)]

@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @educationscotland.gov.scot>;

[Redacted s38(1)(b)] @gov.scot>; Minister for HE, FE, Youth Employment and Training

<MinisterHEFEYET@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>;

Pooley L (Linda) Dr <Linda.Pooley@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>;

Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Minister for Children & Young People

<MinisterCYP@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; Murdoch L (Laura) (Educ)

<Laura.Murdoch2@gov.scot>; Lively D (David) <David.Lively@gov.scot>; McLean L (Liza)

<Liza.McLean@gov.scot>; [Redacted s38(1)(b)] @gov.scot>

Subject: RE: OFFICIAL SENSITIVE - Exam Results Day Briefing. Restricted statistics until 9:30am
Tuesday 9 August

PS/Cabinet Secretary for Education and Skills

cc. as above

In advance of any media interviews this evening on the SQA Attainment Results, please find attached a summary of media and stakeholder reaction from today with updated lines to take on any points not already covered in the core briefing.

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate,
Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)] ✉ mobile: [Redacted s38(1)(b)] ✉ url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday

Remainder of enclosure removed as duplicate of email chain at Enclosure 32

Enclosure 33.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 8.1.

SQA Attainment Results 2022 - Summary of Media and Stakeholder Reaction

[Redacted – information not in scope]

[Redacted – information not in scope]

[Redacted – information not in scope]

The decision to proceed with exams this year was taken to return to as close to the pre-Covid position as possible in delivering qualifications, while recognising the ongoing impact of disruption.

- It was based on the latest public health position at the time, while building in contingencies for further disruption and learning lessons from 2020 and 2021.
- Partners on the National Qualifications 2021 Group, including the EIS, were clear that the 2021 Alternative Certification Model was not a sustainable approach in terms of additional workload for teachers,
- The approach taken offered a stable, coherent position for teachers and learners, prioritising a return to more familiar teaching, learning and assessment approaches, with flexibility to respond to any changing situation.
- Proceeding with exams provided certainty and ensures greater fairness and consistency, to support the credibility of qualifications.
- While there was a return to exams this year, it was not a return to normal. The approach taken to the qualifications this year reflected the significant disruption that our young people have experienced - with modifications to courses and assessments, revision support, boosted funding for Easter study support, an exam exceptional circumstances consideration service, a generous grading approach, and a modified appeals service.
- Despite another challenging year, learners have achieved a strong set of results that are consistent, credible, and fairly reflect learners' knowledge, understanding and skills.

[Redacted – information not in scope]

Enclosure 34 – Email RE: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

This information is also included in FOI 202200328831 at Enclosure 13.

From: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>

Sent: 12 August 2022 15:59

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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)] @gov.scot>; Livey D (David) <David.Livey@gov.scot>
Subject: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

[Redacted s38(1)(b)]

Could you give the Cab Sec and Mr Hepburn this brief update and we will provide more information next week.

The Cab Sec wrote to University Principals on 9 August to ask them to keep conditional places open, where possible, until the SQA priority appeals process completed by 5 September. St Andrews said they could only keep places open to 31 August due to the logistics of getting places sorted for next session. We have picked up, including via student phone calls to SQA, that some other institutions are adopting a similar approach, with those getting successful appeal results later than 31 August being deferred to the following years intake.

In terms of actions to investigate this and determine if there are mitigations we can put in place we are doing the following

- SQA's standard approach is to release all the priority appeal outcomes to centres at the same time (on 5 September) [Redacted s30(b)(ii)]
- [Redacted s30(b)(ii)]

SFC have been in contact with the institutions (St Andrews, Glasgow, Edinburgh) to get further information on what they are doing and we will have further contact direct with the institutions next week.

We will update next week when we have undertaken these actions.

Roddy

Dr Roddy Macdonald, Head of Higher Education and Science Division
Scottish Government Advanced Learning and Science Directorate
5 Atlantic Quay
Glasgow G2 8LU

PA/Divisonal Admin:

Enclosure 34.1 – Attachment: PDF

[Redacted - Information out of scope]

Enclosure 35 – Email RE: FW: FOR RESPONSE: conditional places for students and priority appeals

This information is also included in FOI 202200328831 at Enclosure 11.

From: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>
Sent: 15 August 2022 16:58
To: Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: FOR RESPONSE: conditional places for students and priority appeals

Laura

From SFC, seems small numbers and the universities seem to be accommodating where they can, have SQA said how many people have actually contacted them with this concern, it may be enough for us to stress to US and universities the contents of Cab Secs letter, ie please be as flexible as you can over 5 Sept recognising not always possible

Roddy

University of St Andrews	<p>Although St Andrews are keen to work with their admissions cut-off date (31 Aug) they have made decisions which minimise rejections and which provide options for as many conditional offer holders not achieving results as possible:</p> <ul style="list-style-type: none">• 12 near misses for Medicine are still in consideration (which will happen in conjunction with A Level results being released)• 3 conditional offer holders rejected on SQA results and could appeal (at least one unlikely to be successful) <p>In addition, 12 conditional offer holders who didn't achieve the grades have been offered the St Andrews Gateway programme to enable them to take up their place</p> <p>Based on this, the working estimate from St Andrews for potential appeals is 15 maximum</p>
University of Edinburgh	<p>Edinburgh will be as flexible as possible to accommodate anyone whose grades are subsequently revised upwards on appeal and are committed to accepting applicants who successfully appeal their SQA grades by 6th September, with very limited exceptions. Unfortunately, given capacity constraints Edinburgh are unable to consider appealed grades from applicants to Medicine, Veterinary Medicine and Law after 31 August for direct entry. In the case of Medicine this is a controlled subject. Any such applicants will be offered deferred entry.</p> <p>The University has a process in place for offer holders to let them know if they are appealing a grade required to secure their place, so it they can</p>

	<p>take this into account. So far, 26 offer holders with SQA qualifications have done so.</p> <p>Based on previous years' experience, setting aside exceptional 2020 and 2021 Covid-related situations, Edinburgh reports very small numbers of SQA appeals having resulted in applicants meeting their conditions.</p>
University of Glasgow	<p>Conditional offers will remain in place until the SQA appeals process closes on 5 Sept. Any applicant that meets conditions of offer following an SQA appeal adjustment on or before 5 Sept, will be given a place on their programme.</p> <p>In the rare circumstances where a programme cannot accommodate this this year, applicants will be offered a deferred place for 2023.</p> <p>Glasgow has 282 Scot Dom remaining as Conditional Firm - 96 for controlled subjects and 186 for non-controlled.</p> <p>This includes A Level results not yet released. It also includes other qualification that the University do not automatically receive – where the University is dependent on offer holders sending results directly (certification of Nat 5s, HNs, Access routes not tied to SQA results day). In some of these cases a deadline of 31 July was set. If the University did not receive the required by this date, they will withdraw the offer. For anyone not set this deadline, their conditional offer will remain until the SQA appeals process closes on 5 September.</p>

Dr Roddy Macdonald
Head of Higher Education and Science Division
Scottish Government Advanced Learning and Science Directorate
5 Atlantic Quay
Glasgow G2 8LU

[Redacted s38(1)(b)]

PA/Divisonal Admin: [Redacted s38(1)(b)]



From: Macdonald R (Roddy)

Sent: 15 August 2022 16:32

To: Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>

Subject: RE: FOR RESPONSE: conditional places for students and priority appeals

Laura not yet, US seemed surprised we were asking as they did not expect appeals to be huge issue this year (as expected to be much lower numbers), we have asked them to get back with their views and what they are hearing from sector

Roddy

Dr Roddy Macdonald

Head of Higher Education and Science Division

Scottish Government Advanced Learning and Science Directorate

5 Atlantic Quay

Glasgow G2 8LU

[Redacted s38(1)(b)]

PA/Divisonal Admin: [Redacted s38(1)(b)]



From: Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>

Sent: 15 August 2022 16:23

To: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>
Subject: FW: FOR RESPONSE: conditional places for students and priority appeals

To be aware. Will let you know what I get back. Any update from your side?

Laura

From: Murdoch L (Laura) (Educ)
Sent: 15 August 2022 15:56
To: 'Jean Blair' <Jean.Blair@sqa.org.uk>
Cc: [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>
Subject: FOR RESPONSE: conditional places for students and priority appeals

Hi Jean

Following your conversation with [Redacted s38(1)(b)] on Friday morning, is there any update on whether or not it would be operationally feasible for SQA to process and release the outcome of priority appeals relevant to conditional offers associated with St Andrew's, Edinburgh and Glasgow Universities earlier than others (i.e. by 31 August rather than 5 September)? Is there a way of SQA even identifying learners whose priority appeals relate to conditional offers at these universities?

ALS colleagues are in contact with Universities Scotland, the Scottish Funding Council and the individual institutions to try and ascertain the rationale behind the 31 August cut off. Ministers have been made aware of the issue.

Many thanks

Laura

Enclosure 36 – Email RE: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

This information is also included in FOI 202200328831 at Enclosure 13.

From: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>
Sent: 16 August 2022 09:39
To: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>; Livey D (David) <David.Livey@gov.scot>
Subject: RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

[Redacted s38(1)(b)]

It is a similar situation to the years before teacher assessment, in those years some additional flexibility was given and there were more appeals.

Our contact with Universities Scotland, SFC and institutions suggests that universities are being as accommodating as they can in line with Ms Somerville's letter but we continue to monitor the situation. Some universities start pre-sessional activities around 5 September hence the challenging timescales.

Students being successful at appeal and having to take a deferred place in the following academic year is not a new situation especially in high demand courses like medicine, although this will be low numbers.

Our intelligence suggests low numbers generally affected by the 31 August cut off being applied to some courses (against the 5 September SQA appeal deadline which SQA have confirmed they cant alter for individuals)

We will provide further updates.

Roddy

From: [Redacted s38(1)(b)] @gov.scot> **On Behalf Of** Minister for HE, FE, Youth Employment and Training
Sent: 15 August 2022 14:45
To: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>; Livey D (David) <David.Livey@gov.scot>

Subject: RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

Hi Roddy

Mr Hepburn has asked when this first emerged as an issue and if this timing is out of synch with previous years, and if so, why

It would be helpful to have a response, if possible, ahead of Cabinet tomorrow morning.

Thanks.

[Redacted s38(1)(b)]

Private Secretary to Cabinet Secretary for Education & Skills

T: [Redacted s38(1)(b)] | M: [Redacted s38(1)(b)] | E: cabsecES@gov.scot

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

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From: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>

Sent: 12 August 2022 15:59

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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)] @gov.scot; [Redacted s38(1)(b)] @gov.scot; [Redacted s38(1)(b)] @gov.scot; Livey D (David) <David.Livey@gov.scot>

Subject: FW: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

[Redacted s38(1)(b)]

Could you give the Cab Sec and Mr Hepburn this brief update and we will provide more information next week.

The Cab Sec wrote to University Principals on 9 August to ask them to keep conditional places open, where possible, until the SQA priority appeals process completed by 5 September. St Andrews said they could only keep places open to 31 August due to the logistics of getting places sorted for next session. We have picked up, including via student phone calls to SQA, that some other institutions are adopting a similar approach, with those getting successful appeal results later than 31 August being deferred to the following years intake.

In terms of actions to investigate this and determine if there are mitigations we can put in place we are doing the following

- SQA's standard approach is to release all the priority appeal outcomes to centres at the same time (on 5 September) [Redacted s30(b)(ii)]

- [Redacted s30(b)(ii)]

SFC have been in contact with the institutions (St Andrews, Glasgow, Edinburgh) to get further information on what they are doing and we will have further contact direct with the institutions next week.

We will update next week when we have undertaken these actions.

Roddy

Dr Roddy Macdonald
Head of Higher Education and Science Division
Scottish Government Advanced Learning and Science Directorate
5 Atlantic Quay
Glasgow G2 8LU

PA/Divisonal Admin:



Enclosure 37 – Email RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

This information is also included in FOI 202200328831 at Enclosure 14

From: [Redacted s38(1)(b)] @gov.scot> **On Behalf Of** Cabinet Secretary for Education and Skills
Sent: 16 August 2022 19:51
To: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG Education & Justice <dgej@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>; Livey D (David) <David.Livey@gov.scot>
Subject: RE: CORRESPONDENCE FROM SHIRLEY-ANNE SOMERVILLE, CABINET SECRETARY FOR EDUCATION & SKILLS

Hi Roddy

Many thanks, Ms Somerville has noted.

[Redacted s38(1)(b)]
Private Secretary to Cabinet Secretary for Education & Skills
T: [Redacted s38(1)(b)] | M: [Redacted s38(1)(b)] | E: cabsecES@gov.scot
The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

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Remainder of enclosure removed as duplicate of email at Enclosure 36.

Enclosure 38 – Email RE: Cabinet Secretary Meeting with Fiona Robertson - 5 Sep 2022 – draft

This information is also included in FOI 202200328831 at Enclosure 19

From: [Redacted s38(1)(b)] @gov.scot>

Sent: 01 September 2022 20:32

To: Director for Education Reform <DirectorforEducationReform@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>

Cc: Director of Learning <DirectorofLearning@gov.scot>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)] @gov.scot>

Subject: Cabinet Secretary Meeting with Fiona Robertson - 5 Sep 2022 - draft

Clare/Laura

Please find attached a draft briefing note for the meeting between Cabinet Secretary and Fiona Robertson on Monday.

[Redacted – information not in scope]

Kind regards

[Redacted s38(1)(b)] , Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)] @gov.scot ✉ mobile: [Redacted s38(1)(b)] ✉ url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 38.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 19.1.

CABINET SECRETARY FOR EDUCATION & SKILLS
MEETING WITH FIONA ROBERTSON, CEO, SQA

[Redacted – information not in scope]

2022 Appeals Update

- The SQA appeals process is currently underway for learners whose final grades were lower than their teacher estimates. Priority is given to those who appeals relate to a place at university or college, a training placement or employment. The closing date for priority appeals was 19 August.
- The review of priority appeals is underway and results are due to be reported to higher education institutions via UCAS on 6 September in line with all other UK awarding bodies.
- As of 26 August, following the deadline, SQA had received 1,412 priority appeals across a broad range of subjects. This is a significant increase in the number they have handled in previous years under the post-results service.

Year	2014	2015	2016	2017	2018	2019
Number of Priority Appeals	341	571	595	550	421	348

- Officials are continuing to engage with SQA and HE on the issue of priority appeals for institutions where earlier deadlines for conditional offers have been set.
- Time critical appeals for entry to college, university or employment this year will have been completed by the date of any potential industrial action by SQA on 8, 15 and 16 September.
- The deadline for learners to submit a standard appeal was 30 August, or they can be submitted through the school up until 2 September.
- The outcomes of the standard appeals are expected to be made known to centres in October/November, with the outcomes published publicly in December. However, these timescales may be impacted by the volume of appeals and/or any strike action by SQA staff or by teachers.

[Redacted – information not in scope]

Enclosure 39 – Email RE: OFFICIAL SENSITIVE: 130922 - Concurrent Risk Ministerial Briefing

This information is also included in FOI 202200328831 at Enclosure 21.

From: [Redacted s38(1)(b)]

@gov.scot> **On Behalf Of** External Government Relations

Sent: 13 September 2022 16:00

To: [Redacted – information not in scope] Cabinet Secretary for Education and Skills

<CabSecES@gov.scot>; [Redacted – information not in scope] DG Education & Justice

<dgej@gov.scot>; [Redacted – information not in scope] Minister for Children & Young People

<MinisterCYP@gov.scot>; [Redacted – information not in scope] Minister for HE, FE, Youth

Employment and Training <MinisterHEFEYET@gov.scot>; [Redacted – information not in scope]

Subject: OFFICIAL SENSITIVE: 130922 - Concurrent Risk Ministerial Briefing

PS/FM

PS/DFM

PS/Cab Secs

PS/DGs

[Redacted – information not in scope]

Thanks,

[Redacted s38(1)(b)]

Enclosure 39.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 21.1.

[Redacted – information not in scope]

1.1 SQA Industrial Action

[Redacted – information not in scope]

Key Considerations, Mitigating Actions Considered or Taken

- While time-critical appeals for entry to college, university or employment this year have already been finalised, a significantly higher number of appeals compared to previous years are likely to be affected by the action as well as other work including preparation for the 2023 exam diet and progressing education reform.

[Redacted – information not in scope]

Enclosure 40 –Email RE: OFFICIAL SENSITIVE: 180922 Concurrent Risk Ministerial Briefing

This information is also included in FOI 202200328831 at Enclosure 20.

From: [Redacted s38(1)(b)] @gov.scot> **On Behalf Of** External Government Relations

Sent: 08 September 2022 16:01

To: [Redacted – information not in scope] Cabinet Secretary for Constitution, External Affairs and Culture <CabSecCEAC@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>; [Redacted – information not in scope] DG Education & Justice <dgej@gov.scot>; [Redacted – information not in scope] Minister for Children & Young People <MinisterCYP@gov.scot>; [Redacted – information not in scope]

Subject: OFFICIAL SENSITIVE: 080922 - Concurrent Risk Ministerial Briefing

PS/FM

PS/DFM

PS/Cab Secs

PS/DGs

Please find attached the Concurrent Risk Ministerial Briefing by Performance, Delivery and Resilience.

[Redacted – information not in scope]

Thanks,

[Redacted – information not in scope]

Enclosure 40.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 20.1.

[Redacted – information not in scope]

1.1 SQA Industrial Action

[Redacted – information not in scope]

Key Considerations, Mitigating Actions Considered or Taken

- While time-critical appeals for entry to college, university or employment this year have already been finalised, a significantly higher number of appeals compared to previous years are likely to be affected by the action as well as other work including preparation for the 2023 exam diet and progressing education reform.

[Redacted – information not in scope]

Enclosure 41 - Email RE: SQA Results by Education Authority 2022 - Official Sensitive - Restricted Statistics until 9.30am on Tuesday 20 September 2022

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 14 September 2022 17:40

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: First Minister <firstminister@gov.scot>; Permanent Secretary <PermanentSecretary@gov.scot>; DG Education & Justice <dgej@gov.scot>; Livey D (David) <David.Livey@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@educationscotland.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>; Chief Statistician <ChiefStatistician@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)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: SQA Results by Education Authority 2022 - Official Sensitive - Restricted Statistics until 9.30am on Tuesday 20 September 2022

PS/ Cabinet Secretary for Education and Skills

Please find attached a submission relating to statistics being published by SQA on results by Education Authority on Tuesday 20 September.

Thanks

[Redacted s38(1)(b)]

Guidelines on Pre-Release Access to Official Statistics

Official Statistics - please treat as **restricted**, for the named individuals or identified post holders only. Not for sharing with anyone else, not to be used in other documents, not to be saved in a shared file before publication on **9.30am on Tuesday 20th September**.

You are being given access to these documents for the sole purpose of ensuring that Ministers can comment on an informed basis at the time of release.

If you think you need to discuss and share with anyone not on the circulation list **please contact me**. Any accidental or wrongful release should be reported to me immediately and may lead to an investigation. Wrongful release includes indications of the content or the trend of the figures, including descriptions such as 'favourable' or 'unfavourable'.

You are given access to these statistics under the Pre-release Access to Official Statistics (Scotland) Order 2008. The above is a summary of the statutory conditions which you as a recipient of pre-release access official statistics must follow. Your statutory obligations are set out in full at Pre-release Access to Official Statistics – Guidance for Recipients.

[Redacted s38(1)(b)]

Statistician | Performance and Attainment Statistics Team
Education Analysis | Scottish Government

e-mail: [Redacted s38(1)(b)]@gov.scot

Enclosure 41.1 – Attachment: Word Document

[Redacted - information not in scope]

CONTEXT AND ISSUES

- The pre-appeals SQA Attainment Results were published at Scotland level on 9 August 2022.
- Following this publication, SQA plans further statistical and information releases relating to 2022 attainment data as outlined below. These include appeals data and post-appeals attainment statistics.

[Redacted - information not in scope]

Enclosure 42 – Email RE: Draft briefing pack - First Minister's attendance at Conveners Group

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 27 September 2022 17:27
To: First Minister <firstminister@gov.scot>
Cc: [Redacted - information not in scope]
Subject: RE: Draft briefing pack - First Minister's attendance at Conveners Group

[Redacted s38(1)(b)]

[Redacted - information not in scope]

I also attach for:

- [Redacted - information not in scope]
- Updated brief for Education, Children and Young People Committee

[Redacted - information not in scope]

[Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Head of Cabinet Performance and Outreach

Cabinet Secretariat

Email: [Redacted s38(1)(b)]@gov.scot | Mobile: 07 [Redacted s38(1)(b)]

Please copy e-mails which concern Cabinet business to the Cabinet Secretariat Inbox

[Redacted - information not in scope]

Enclosure 42.1 – Attachment: pdf

[Redacted - information not in scope]

Enclosure 42.2 – Attachment – Word document

[Redacted - information not in scope]

Enclosure 42.3 – Attachment – pdf

[Redacted - information not in scope]

Enclosure 42.4 – Attachment – word document

[Redacted - information not in scope]

Enclosure 42.5 – Attachment – Word Document

[Redacted - information not in scope]

ISSUE Attainment stats / Exam results

9 Aug: Results Day & appeals service open. Media focus on outcomes being lower than 2021 & attainment gap widening.

[Redacted - information not in scope]

Enclosure 42.6 – Attachment – Word Document

[Redacted - information not in scope]

This information is also included in FOI 202200328835 at Enclosure 7.

To: Margaret Farragher <Margaret.Farragher@sqa.org.uk>; Jean Blair <Jean.Blair@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)]@ayrshire.ac.uk' <[Redacted s38(1)(b)]@ayrshire.ac.uk>; [Redacted s38(1)(b)]@southlanarkshire.gov.uk>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@dundeeandangus.ac.uk>; [Redacted s38(1)(b)]@scis.org.uk>; 'rector@hsog.co.uk' <rector@hsog.co.uk>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@dundeeshools.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@napier.ac.uk' 'south.lanarkshire@parentforumsotland.org' <south.lanarkshire@parentforumsotland.org>; [Redacted s38(1)(b)] @gov.scot>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; 'south.lanarkshire@npfs.org.uk' <south.lanarkshire@npfs.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; [Redacted s38(1)(b)]@educationscotland.gov.scot>; [Redacted s38(1)(b)]@eis.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>; John Booth <John.Booth@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk>
Cc: [Redacted s38(1)(b)]@sqa.org.uk>
Subject: Paper for the NQWG tomorrow

[Redacted – information not in scope]

I look forward to seeing you tomorrow. I hope you are able to attend.

Regards

Jean

Jean Blair
Director of Operations

t: [Redacted s38(1)(b)] | **e:** jean.blair@sqa.org.uk | **w:** <http://www.sqa.org.uk>
 Scottish Qualifications Authority
 24 Wester Shawfair, Lowden, Dalkeith, Midlothian EH22 1FD



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Scottish Qualifications Authority

www.sqa.org.uk
postmaster@sqa.org.uk

Enclosure 43.1– Attachment: Word Document

[Redacted – Information out of scope]

Enclosure 44 –Email RE: Cab Sec Meeting with SQA Briefing 27 October 2022

This information is also included in FOI 202200328831 at Enclosure 23.

From: [Redacted s38(1)(b)] @gov.scot>

Sent: 25 October 2022 18:40

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Bird L (Lisa) <Lisa.Bird@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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>; Livey D (David) <David.Livey@gov.scot>

Subject: Cab Sec Meeting with SQA Briefing 27 October 2022

PS/Cabinet Secretary for Education and Skills

cc.as above

CABINET SECRETARY MEETING WITH FIONA ROBERTSON – 27 OCTOBER 2022

Please find attached a briefing note for the above meeting.

Best regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] , Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)] @gov.scot ✉ mobile: [Redacted s38(1)(b)] ✉ url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 44.1 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 23.1

**OFFICIAL SENSITIVE - CABINET SECRETARY FOR EDUCATION & SKILLS
MEETING WITH FIONA ROBERTSON CEO, SQA**

[REDACTED – INFORMATION NOT IN SCOPE]

KEY MESSAGES

- THE EXAM DIET WENT WELL WITH APPEALS DUE TO BE CONCLUDED ON SCHEDULE AT THE END OF OCTOBER/EARLY NOVEMBER AND SQA HAS PLAYED A KEY ROLE IN MAKING THAT HAPPEN.
- [REDACTED – INFORMATION NOT IN SCOPE]
- [REDACTED – INFORMATION NOT IN SCOPE]

[REDACTED – INFORMATION NOT IN SCOPE]

AGENDA

1. STANDARD APPEALS 2022
2. [REDACTED – INFORMATION NOT IN SCOPE]
3. [REDACTED – INFORMATION NOT IN SCOPE]
4. [REDACTED – INFORMATION NOT IN SCOPE]

[REDACTED – INFORMATION NOT IN SCOPE]

ITEM 1 Standard Appeals 2022

Appeals:

- Since 2014, in a normal exam year, a post-results service operated – with centres able to request a clerical check or marking review.
- Alternative appeals approaches have operated in each of 2020, 2021 and 2022.
- While returning to exams last year, the 2022 appeals approach went further than in recent pre-pandemic years. Where a learner received a lower grade than the estimate submitted by their school, they could request an appeal.
- SQA provided centres with guidance for determining estimates for 2022. SQA also published roles and responsibilities for Appeals 2022 on their website. These documents outlined the evidence gathering approach with regards to estimates as well as what was expected of SQA, centres and learners during the Appeals 2022 process.
- A priority service operated for learners where the outcome of the was needed for progression on to further education, employment or training this year.
- Various correspondence has been received from individuals who were unhappy with their outcome from the priority appeals – either not eligible as award more than estimate, or unsuccessful and looking to understand why.
- Outcomes for non-priority appeals due to issue to centres/ learners on 31 October. SQA delivered some outcomes earlier for learners who required them for the UCAS early applicant process for 2023. (As at 20 Oct, appeals were 99.5% complete)

- Appeals outcome report will issue in December.
- {Redacted s30(b)(ii)}
- {Redacted s30(b)(ii)}

[Redacted s38(1)(b)] Head of National Qualifications Team

[Redacted – information not in scope]

Enclosure 45 – Email RE: FW: Cab Sec Meeting with SQA Briefing 27 October 2022

This information is also included in FOI 202200328831 at Enclosure 24.

From: [Redacted s38(1)(b)] @gov.scot>

Sent: 26 October 2022 17:39

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director for Education Reform <DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Bird L (Lisa) <Lisa.Bird@gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@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>; Livey D (David) <David.Livey@gov.scot>

Subject: RE: Cab Sec Meeting with SQA Briefing 27 October 2022

Further to the briefing below, please find attached a copy of the draft note of the last meeting between the Cabinet Secretary and Fiona Robertson that took place on 5 September. Please note that, whilst this has been shared with Fiona, she has not yet had a chance to comment so there may be some amendments needed on points of accuracy before it is finalised.

Kind regards

[Redacted s38(1)(b)]

Remainder of enclosure removed as duplicate of email at Enclosure 44.

Enclosure 45.1 – Attachment: Word doc

This information is also included in FOI 202200328831 at Enclosure 24.1.

NOTE OF MEETING BETWEEN THE CABINET SECRETARY FOR EDUCATION & SKILLS AND FIONA ROBERTSON CEO, SQA ON 5 SEPTEMBER 2022

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

1. [Redacted – information not in scope]

Appeals

It was noted that, in introducing the 2022 appeals process, SQA had been clear that it was in place for that year only. The positive feedback it had received was recognised, as well as the similarities to the pre-2014 process, and the fact that it was more generous than any in place in the rest of the UK. Therefore, it was agreed that any change for the 2023 would require careful consideration.

However, it was highlighted that the decision to move away from the pre-2014 appeals process had been based on evidence of fairness of the process to all learners. Furthermore, it was noted that the 2022 appeals process resulted in an increased workload for both SQA and centres. In making any decision for the 2023 process, it would be important to consider the evidence of how the appeals process in 2022 performed.

Given that the 2022 appeals process is ongoing, it was indicated that it was too early to make a decision on the 2023 appeals process. {Redacted s30(b)(ii)}

[Redacted – information not in scope]

[Redacted – information not in scope]

2. Industrial Action

The Cabinet Secretary noted the strike action due to start. It was confirmed that priority appeal outcomes had been communicated to centres and learners where outcomes were needed for progression to further education, employment or training. {Redacted s30(b)(ii)}

[Redacted – information not in scope]

Enclosure 46 – Email RE 2022 National Qualifications: Estimates and Appeals

This information is also included in FOI 202200328831 at Enclosure 26.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 28 October 2022 16:32

To: Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG

Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;

Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>;

Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; Bird L (Lisa) <Lisa.Bird@gov.scot>;

Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Murdoch L (Laura) (Educ)

<Laura.Murdoch2@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; [Redacted

s38(1)(b)]@educationscotland.gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@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)]@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)]@gov.scot>; Livey D

(David) <David.Livey@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@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)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: 2022 National Qualifications: [Redacted – information not in scope]Appeals

PS/Cabinet Secretary for Education and Skills

cc. as above

2022 National Qualifications: [Redacted – information not in scope] Appeals

For the Cabinet Secretary's awareness, and further to her meeting with Fiona Robertson yesterday (Thursday 27 October), SQA have indicated that they plan to issue the following reports next week (w/c 31 October):

[Redacted – information not in scope]

2) 2022 Appeals Outcomes Report

Outcomes for the priority appeals (where the outcomes were needed for progression to further education, employment or training this year) were issued to centres and learners on 5 September. Outcomes from the remaining 2022 Appeals process will be released to centres and learners on Monday 31 October – from 1pm (with some having been expedited to 15 October for those learners who were accessing the UCAS early applicant process for 2023 e.g. for medicine dentistry etc).

Various correspondence has been received from individuals who were unhappy with their outcome from the priority appeals – either not eligible as award more than estimate, or unsuccessful and

looking to understand why. Given the relative proportions of priority and standard appeals, it is likely that we and SQA may receive sizable numbers of correspondence from unsuccessful applicants once outcomes are shared. To try and mitigate this, SQA have developed an information sheet for learners and parents that is being shared with centres. A copy of the information sheet and the covering note for centres is attached for reference.

A key theme arising from correspondence was a request for individual feedback from SQA as to why appeals had been unsuccessful. SQA have advised that they cannot provide individual feedback on appeals due to the significant amount of work required to do so. Instead they plan to focus on providing information on best practice for determining estimates, applying the national standard, to support the validity and reliability of assessment evidence for the year ahead.

Usually, the national appeal outcomes report (SQA national statistics) is not published until December. However, as suggested by Fiona yesterday, SQA are looking to bring this forward to next week. Officials and analysts will engage with SQA to understand timescales, key themes and agree any necessary lines with communications colleagues.

Below is an overview of the planned SQA communications in relation to the appeals.

Thursday 27 October

- Appeals 2022 information sheet emailed to centres to share with learners / parents / carers with covering note

Monday 31 October

- Standard appeals outcomes shared with Centres
- Centres to share outcomes with learners from this date onwards
- SQA Parent/Carer blog to go live
- Social media posts to support learners' understanding of appeals outcomes ~~From~~

4 November

- Thank you message to all appointees

Date TBC – expected to be later in week commencing 31 Oct but awaiting confirmation

- NQ22 official statistics release: appeals outcomes, supported by centre comms, media briefing and social media

Best regards

[Redacted s38(1)(b)]

[redacted s.38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)] @gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 46.1 – Attachment: PDF

[Redacted – information not in scope]

Enclosure 46.2 – Attachment: PDF

[Redacted s.25(1)]

[Appeals 2022 information for learners \(sqa.org.uk\)](https://www.sqa.org.uk/appeals)

Enclosure 46.3 – Attachment: Word Document

This information is also included in FOI 202200328831 at Enclosure 26.3.

Appeals 2022 – Update October 2022

Issue: 27 October 2022

Schools, colleges, training providers, cc LA contacts

Subject: Appeals 2022 update

Dear SQA Co-ordinator

- Following publication of priority appeals outcomes in September, the remaining appeals outcomes will be issued to centres on **Monday 31 October** via SQA Connect.
- We are aware that some learners may have questions about Appeals 2022, and we have created an information sheet to support your discussions with learners, parents and carers.
- [LEARNER INFORMATION SHEET]
- This covers key topics including how learners were assessed this year and how appeals outcomes were determined. While the publication of appeals outcomes will bring welcome news for some learners, we know others may be disappointed that their appeal has not been upheld, and they may have questions around why this is the case.
- The information sheet highlights that the alternative assessment evidence provided by the learner's school, college or training provider has been reviewed against the national standard by a fully trained and experienced teacher or lecturer – appointed by us as a marker or assessor who is confident in applying the national standard to ensure consistent and fair outcomes. The review of assessment evidence has been done without sight of the learner's estimate and certificated grade.
- Please remind your learners that:
 - because this is a robust process that included an evaluation of their evidence, the outcome is final and there is no further means to appeal
 - in line with the marking process for August results, SQA cannot provide individual feedback on appeals outcomes.
- **Support for centres: applying the national standard**
- In response to requests from schools and colleges, we will again be providing information on best practice for determining estimates, applying the national standard, and ensuring the validity and reliability of assessment evidence for the year ahead.
- Our Understanding Standards programme offers subject-specific materials and events for teachers and lecturers to help strengthen understanding of applying the national standard.
- We will write to you again in the coming weeks to signpost information based on some of the common themes that emerged through this year's appeals service.
- [UNDERSTANDING STANDARDS MATERIALS]
- **Upcoming Evaluation**
- The Appeals 2022 service was introduced this year as one of a number of contingency measures to support learners. It provided eligible learners with the opportunity to appeal if they achieved a course result lower than their centre estimate. As the service comes to an end, it will be evaluated along with all other 2022 arrangements.

The outcome of the evaluation will play an important part in informing discussions with the National Qualifications group around what type of service we will take forward for 2023. We would therefore be grateful if you and your colleagues are able to take part.

Thank you for supporting Scotland's learners as they receive the outcome of their appeals.

Enclosure 47: Diary Invite with agenda: Meeting with SQA and Universities Scotland about Priority Appeals and Conditional

This information is also included in FOI 202200328831 at Enclosure 34.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 01 November 2022 15:14

To: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; Jean Blair; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]@sqa.org.uk; Macdonald R (Roddy); [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]@universities-scotland.ac.uk; [Redacted s38(1)(b)]@universities-scotland.ac.uk; vpspp@st-andrews.ac.uk

Subject: Meeting with SQA and Universities Scotland about priority appeals and conditional offers

When: 03 November 2022 15:00-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Microsoft Teams Meeting

Please accept this diary request for an online meeting between Scottish Government officials, SQA and Universities Scotland to discuss timescales around priority appeals for the National Qualifications and HE deadlines for finalising conditional offers.

Outline agenda below and background paper attached.

Agenda

1. Welcome and Introductions
2. Discussion of background (see paper)
3. Identification of potential solutions/mitigations
4. Any Other Business

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

[Redacted – information not in scope]

Enclosure 47.1: Attachment – Word Document

This information is also included in FOI 202200328835 at Enclosure 15.1.

Priority Appeals and Conditional HE Places for Students

Purpose of meeting

To discuss SQA priority appeals timescales (reached in line with UCAS clearing deadlines) and earlier internal deadlines set by some higher education (HE) institutions for finalising conditional offers, and determine what can be done to minimise the impact on learners awaiting appeals outcomes going forward.

Background

As part of SQA's appeals service, a priority appeals process operates for learners requiring the outcome of an appeal for immediate progression to university, college, training or employment.

The timescales for outcomes of these priority appeals to be finalised is arrived at each year in line with the UCAS clearing deadline. In 2022, this was 6 September. This date is determined by UCAS and is the same date for all UK Awarding Bodies.

However, we are aware that some HE institutions set earlier deadlines to meet their internal processes in line with individual term start dates.

This differential in timescales caused concern for learners and their parents who were awaiting appeals that were required for conditional offers. There was an increase in correspondence on this issue this year, with some applicants indicating that they missed out on preferred courses or had to defer their place until next year.

While many institutions aimed to provide flexibility around entry requirements and/or deadlines where priority appeals were being progressed, it is recognised that there were challenges for some universities, particularly for high demand courses including medicine, law and vet.

Particular challenges around appeals in 2022

In recognition of the disruption last year, SQA's appeals approach went further than in recent pre-pandemic years. It built on the approach undertaken historically in Scotland, taking alternative learner evidence into account in the appeals process. This comprehensive appeals process was agreed by stakeholders across the education sector and was put in place to ensure fairness and equity for learners.

SQA is dependent on centres to advise on conditional offers when it comes to priority appeals. It does not have sight of these ahead of the requests which centres have to validate at the same time as they submit their learners' evidence digitally. Due to the number of priority appeals and the resources required to progress these, SQA did not have flexibility to process appeals any earlier.

Along with all other 2022 arrangements, SQA will carry out an evaluation of how the Appeals 2022 service performed. The results of this evaluation will play an important part in informing the decisions around what type of service will be taken forward for 2023, and there is an ongoing discussion with stakeholders through the National Qualifications 23 Group about the approach.

This information is also included in FOI 202200328831 at Enclosure 30.

To: [Redacted s38(1)(b)]; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG
Education & Justice <dgej@gov.scot>; Director for Education Reform
<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;
Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>;
Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; Bird L (Lisa) <Lisa.Bird@gov.scot>;
Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Murdoch L (Laura) (Educ)
<Laura.Murdoch2@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; Creamer A
(Andrew) >; [Redacted s38(1)(b)] >; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy)
<Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]>; [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)]@gov.scot>; [Redacted
s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D
(David) <David.Livey@gov.scot>; Communications Education & Skills
<CommunicationsEducation&Skills@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)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted
s38(1)(b)]@gov.scot>

PS/Cabinet Secretary for Education and Skills

Further to [Redacted s38(1)(b)] email below, SQA have confirmed that they will be publishing National Qualifications [Redacted – information not in scope] and appeals statistics at 1pm tomorrow (Thursday 3 November). Attached is the report on appeal statistics which is embargoed until 1pm tomorrow.

In summary:

- For National 5, 7,545 (27.5%) of the 27,385 appeal requests resulted in an upgrade, 0 (0.0%) resulted in a downgrade and 19,840 (72.5%) resulted in no change.
- For Higher, 8,680 (33.1%) of the 26,260 appeal requests resulted in an upgrade, fewer than five (less than 0.05%) resulted in a downgrade and 17,580 (66.9%) resulted in no change.
- For Advanced Higher, 1,075 (24.5%) of the 4,395 appeal requests resulted in an upgrade, 0 (0.0%) resulted in a downgrade and 3,315 (75.5%) resulted in no change.

As indicated previously, individual learners were informed of the outcome of the non-priority appeals from Monday 31st October onwards.

{Redacted s30(b)(ii)}

{Redacted s30(b)(ii)}

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Senior Phase and OECD Curriculum Reform Unit | Curriculum and Qualifications | Education Reform Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

Remainder of enclosure removed as duplicate of email chain at Enclosure 46

Enclosure 48.1 – Attachment: Word Document

[Redacted s25(1)]

[appeals-high-level-summary-2022.pdf \(sqa.org.uk\)](https://www.sqa.org.uk/appeals-high-level-summary-2022.pdf)

Enclosure 49 – Email RE: Readout of SQA Qualifications Committee 2 November 2022

This information is also included in FOI 202200328831 at Enclosure 32.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 02 November 2022 15:05

To: Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Cc: Director for Education Reform <DirectorforEducationReform@gov.scot>

Subject: Readout of SQA Qualifications Committee 2 November 2022

Hi Laura, [Redacted s38(1)(b)] – quick readout from relevant parts of today’s SQA Qualifications Committee:

[Redacted – information not in scope]

Appeals

, [Redacted s38(1)(b)] SQA, provided a summary of the appeals data to be published at 1pm tomorrow but noting the information was embargoed until then. Other interesting information not contained in the report:

{Redacted s30(b)(ii)}

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Senior Phase and OECD Curriculum Reform Unit | Curriculum and Qualifications | Education Reform Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

Enclosure 50 – Email RE: Publication of reports on estimates and appeals

This information is also included in FOI 202200328835 at Enclosure 14.

From: John Booth <John.Booth@sqa.org.uk>

Sent: 03 November 2022 10:09

To: Fiona Robertson <fiona.robertson@sqa.org.uk>; John.Edward@scis.org.uk; abradley@eis.org.uk; [Redacted s38(1)(b)]@syp.org.uk'; [Redacted s38(1)(b)]@sparqs.ac.uk; [Redacted s38(1)(b)]@ayrshire.ac.uk; chair@npfs.org.uk; Director for Education Reform <DirectorforEducationReform@gov.scot>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; [Redacted s38(1)(b)]@syp.org.uk; 'Jim Thewliss' <jim.thewliss@sls-scotland.org.uk>; [Redacted s38(1)(b)]@sparqs.ac.uk; [Redacted s38(1)(b)]@nus-scotland.org.uk; ollie.bray@education.gov.scot; 'Steven Quinn' <steven.quinn@renfrewshire.gov.uk>; [Redacted s38(1)(b)]@napier.ac.uk; Tony.Mcdaid@southlanarkshire.gov.uk; Jean Blair <Jean.Blair@sqa.org.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk; Margaret Farragher <Margaret.Farragher@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk; [Redacted s38(1)(b)]@sqa.org.uk; [Redacted s38(1)(b)]@sypmail.org.uk; [Redacted s38(1)(b)]@syp.org.uk; [Redacted s38(1)(b)]@sqa.org.uk; [Redacted s38(1)(b)]@syp.org.uk; Kat Hannah <Kat.Hannah@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk; [Redacted s38(1)(b)]@cityofglasgowcollege.ac.uk; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>; [Redacted s38(1)(b)]@gov.scot

Subject: Publication of reports on estimates and appeals

NQ Strategic Group members

Further to discussion at last week's meeting, I am attaching two publications for your information – one on estimates and one on appeals. These are both under embargo until 1pm today (Thursday 3 November) so please do not share any further until after that time.

A press release will also issue at 1pm which will be available on our website at that time.

I hope you find this advance information helpful.

Thanks

John

John Booth

Director of Communications

Scottish Qualifications Authority

twitter: @johnbooth224 | email: john.booth@sqa.org.uk | website:
<http://www.sqa.org.uk>

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Scottish Qualifications Authority

www.sqa.org.uk
postmaster@sqa.org.uk

Enclosure 50.1 – Attachment: pdf

[Redacted s25(1)]

https://www.sqa.org.uk/sqa/files_ccc/estimates-vs-results-research-nq-2022.pdf

Enclosure 50.2 – Attachment: pdf

[Redacted s25(1)]

https://www.sqa.org.uk/sqa/files_ccc/appeals-high-level-summary-2022.pdf

Enclosure 51 – Email Re: FW: Meeting with SQA and Universities Scotland about priority appeals and conditional offers

This information is also included in FOI 202200328831 at Enclosure 34.

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 04 November 2022 16:16

To: [Redacted s38(1)(b)]@gov.scot>; Jean Blair <Jean.Blair@sqa.org.uk>; [Redacted s38(1)(b)]@sqa.org.uk; [Redacted s38(1)(b)]@sqa.org.uk; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@universities-scotland.ac.uk; [Redacted s38(1)(b)]@universities-scotland.ac.uk; vpspp@st-andrews.ac.uk; Murdoch L (Laura) (Educ) <Laura.Murdoch2@gov.scot>

Subject: RE: Meeting with SQA and Universities Scotland about priority appeals and conditional offers

Dear all

Many thanks for coming along to the discussion yesterday on ensuring the choreography of the appeals process after Results Day works for everyone, particularly the learner, and how we can improve things for next year.

Here are the actions I took from the discussion, please let me know if you disagree with anything:

- [Redacted s38(1)(b)]**team** to set up a follow-up meeting at the start of December, also involving UCAS;
- [Redacted s38(1)(b)]/**SQA** to unpack the timing issue of the appeals process as part of their evaluation work with HE over the coming months and feedback at the next meeting;
- **Everyone** should work together to ensure clear and consistent communication to learners about the appeals process and their role in keeping universities up-to-date if they have appealed their results;
- **Everyone** to consider what information can be shared at what points in the appeals process to ensure the process is as streamlined as possible for the learner and to be discussed at the next meeting.

If I have missed anyone off this email who was at the meeting, please do forward on.

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Senior Phase and OECD Curriculum Reform Unit | Curriculum and Qualifications | Education Reform Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

-----Original Appointment-----

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 01 November 2022 15:14

To: [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; Jean Blair; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]@sqa.org.uk; Macdonald R (Roddy); [Redacted s38(1)(b)]; [Redacted s38(1)(b)]; [Redacted s38(1)(b)]

s38(1)(b)); [Redacted s38(1)(b)]@universities-scotland.ac.uk; [Redacted s38(1)(b)]@universities-scotland.ac.uk; vpspp@st-andrews.ac.uk

Subject: Meeting with SQA and Universities Scotland about priority appeals and conditional offers

When: 03 November 2022 15:00-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Microsoft Teams Meeting

Please accept this diary request for an online meeting between Scottish Government officials, SQA and Universities Scotland to discuss timescales around priority appeals for the National Qualifications and HE deadlines for finalising conditional offers.

Outline agenda below and background paper attached.

Agenda

1. Welcome and Introductions
2. Discussion of background (see paper)
3. Identification of potential solutions/mitigations
4. Any Other Business

Kind regards

[Redacted s38(1)(b)]

[Redacted s38(1)(b)], Head of National Qualifications Team, Education Reform Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

[Redacted – information not in scope]

Enclosure 52– Email RE: 2022 National Qualifications: Estimates and Appeals

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 02 November 2022 14:31

To: [Redacted s38(1)(b)]; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>

Cc: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; DG

Education & Justice <dgej@gov.scot>; Director for Education Reform

<DirectorforEducationReform@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>;

Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>;

Gorman G (Gayle) <Gayle.Gorman@educationscotland.gov.scot>; Bird L (Lisa) <Lisa.Bird@gov.scot>;

Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Murdoch L (Laura) (Educ)

<Laura.Murdoch2@gov.scot>; Bray O (Ollie) <Ollie.Bray@educationscotland.gov.scot>; Creamer A

(Andrew) >; [Redacted s38(1)(b)] >; [Redacted s38(1)(b)]@gov.scot>; Macdonald R (Roddy)

<Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]>; [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)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Livey D

(David) <David.Livey@gov.scot>; Communications Education & Skills

<CommunicationsEducation&Skills@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)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>

Subject: RE: 2022 National Qualifications: Estimates and Appeals

PS/Cabinet Secretary for Education and Skills

Further to [Redacted s38(1)(b)] email below, SQA have confirmed that they will be publishing National Qualifications [Redacted – information not in scope] and appeals statistics at 1pm tomorrow (Thursday 3 November). Attached is the report on appeal statistics which is embargoed until 1pm tomorrow.

In summary:

- For National 5, 7,545 (27.5%) of the 27,385 appeal requests resulted in an upgrade, 0 (0.0%) resulted in a downgrade and 19,840 (72.5%) resulted in no change.
- For Higher, 8,680 (33.1%) of the 26,260 appeal requests resulted in an upgrade, fewer than five (less than 0.05%) resulted in a downgrade and 17,580 (66.9%) resulted in no change.
- For Advanced Higher, 1,075 (24.5%) of the 4,395 appeal requests resulted in an upgrade, 0 (0.0%) resulted in a downgrade and 3,315 (75.5%) resulted in no change.

As indicated previously, individual learners were informed of the outcome of the non-priority appeals from Monday 31st October onwards.

[Redacted s30(b)(ii)]

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] | Head of Senior Phase and OECD Curriculum Reform Unit | Curriculum and Qualifications | Education Reform Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

Remainder of enclosure removed as duplicate of email chain at Enclosure 46