



Cults Academy

- 1. Presentation Policy**
- 2. SQA Procedures Policy**

This document has two sections:

- 1. Presentation policy**
- 2. SQA procedures policy**

1. Presentation policy

Introduction

The aim of this presentation policy is to enable all pupils to be presented, and achieve success, at the highest most appropriate level.

CfE Broad General Education (BGE) finishes at the end of S3; this is the main transition point where pupils select their subjects for their Senior Phase. All pupils are encouraged and supported in planning for relevant pathways through the Senior Phase and beyond. This experience is in line with our Vision and Values, which encourages all young people to succeed.

All pupils in S4 sit six National Courses; in S5, five Courses; and in S6, four Courses or if appropriate 3 Advanced Higher Courses.

Course Choice

S3 to S4

In January/February of S3, pupils engage with the Course Choice programme and choose subjects to take at National Level alongside English and Maths. All subjects are open to all pupils regardless of ability – any personalisation which has taken place in some curricular areas during the BGE does reduce this choice.

Pupils do not choose a level but choose a subject they enjoy and will do well in. The only curriculum area where a discrete National 4 Course operates is Maths; in all other subject areas a decision on final entry level is made as late as possible.

All pupils are default entered into National 5 level and adjusted downwards if attainment evidence suggests this would be a more appropriate pathway.

Pupils with specific learning needs may require a personalised Curriculum and this will be designed around their needs in conjunction with their wishes and Principal Teacher Pupil Support (Curriculum) and Principal Teacher Pupil Support (Pastoral)

S4 to S5 and S5 to S6

The Course Choice process for S4 to S5 and S5 to S6 includes increased subject teacher advice based on the proven attainment evidence at National level.

Pupils require a 'sign-off' by subject specialist if choosing a subject at Higher or Advanced higher. This is intended to make sure that the pupil is making appropriate and sensible choices and to minimise the need for changes post SQA Results. While a parent/pupil may insist, they are allowed to 'take' a subject, any selection which is not signed off will trigger a further dialogue with the pupil and Principal Teacher Pupil Support and DHT (Timetable) and, where appropriate, parent(s)/guardian(s).

Support for Pupils

Throughout this process pupils are supported by:-

- Course Choice Assemblies
- Meetings with Principal Teacher Pupil Support
- Feedback form subject teachers
- Subject choice descriptors
- Input from Skills Development Scotland

Pupils are encouraged to plan for the whole Senior Phase or until their appropriate exit point and plan for their pathway beyond school.

The Junior Stage profile captures the latest and final level for all curricular areas. This document contains important detail which is useful when looking to “pick-up” additional qualifications in S6.

Communication with Parents/Guardians

Throughout all Senior Phase Courses, parents/guardians are informed via a referral system of any pupil who is under performing or is in danger of failing to reach necessary standard.

No pupil is allowed to ‘drop’ a subject completely without SMT involvement and only with evidence of clear exceptional circumstances.

2. SQA procedures

Introduction

This policy is intended to help staff by ensuring that valid and robust systems are in place to support National Qualifications and that we have consistency of approach across the school when implementing all the requirements of the Scottish Qualification Authority, including internal and external verification assessments. It is also designed to:

- Ensure assessments are accurately and consistently applied across all levels
- Ensure qualifications and certification is credible, with all candidates being assessed to a common standard
- Ensure pupils in Cults Academy get the best chance of success in SQA exams
- Ensure teachers have a reference point which lets them carry out their professional duties in relation to National Qualifications and SQA
- Protect teachers from any suggestion that students have been disadvantaged by our practice

Roles and Responsibilities

Class Teacher has a duty to:

- Keep accurate and up to date evidence of a candidate's competence in a format agreed by the Faculty Head and the School Management team
- Ensure he/she understands the standards students have to meet and understands all verification and presentation requirements
- Work with line manager (usually Faculty PT of Department) to ensure he/she meets those requirements in the gathering of evidence of course performance, in the setting of appropriate assessments and in the recording of students' progress
- Engage with appropriate CPD to ensure he/she understands the criteria and standards linked to SQA
- Access course information on SQA sites regularly
- Adhere to timescales set internally and externally for deadlines
- Inform Faculty PT as to where candidate assessment materials can be located should they be required for Exceptional Circumstances or Verification purposes.

Faculty Principal Teacher has a duty to:

- Have in place rigorous departmental procedures to ensure quality assurance meets national requirements. These may include: Cross marking; moderation of pupil work across Department/Faculty/network; agreed record keeping checklist; regular discussion at Departmental Meetings and Faculty Meetings.
- Ensure teachers in his/her Department understand their responsibilities in relation to presentation for SQA courses and examinations
- Ensure valid assessments are used for each qualification
- Ensure the teachers are familiar with national standards
- Agree with colleagues appropriate methods of retaining and storing evidence of a candidates' competencies
- Check that all teachers keep a record of pupil assessment and an organised set of evidence for every student

All Faculties must create their own Assessment and Internal Verification documentation in line with these duties, for example, an agreed flowchart, named staff etc – See ACC Sample Record Sheet *Appendix 1*.

For all National Qualification courses, robust internal verification procedures should be in place. Documentation of all meetings and decisions should be retained.

PT Faculty should discuss Departmental Internal Verification procedures with DHT Link and School SQA Co-ordinator on a regular basis. Good practice can be shared at EMT meetings.

Internal Verification (IV) must not just concentrate on end results. The process should flow from planning → pre-delivery meetings → departmental standardisation activities and post delivery meetings.

PT Faculty should ensure that all Internal Verification procedures are in line with the proof required for EXTERNAL VERIFICATION.

PT Faculty should refer to “ACC NQ quality Assurance Framework” when considering Internal Verification procedures,

Resources Manager has a duty to:

- Ensure all SQA material which comes in to the school is passed on to the appropriate subject Faculty Principal Teacher/Line Manager
- Ensure all Faculty Principal Teachers of subject know how to access advice on general SQA procedures and requirements
- Identify departments where difficulties associated with SQA matters have been recorded and liaise with DHT Faculty Link and DHT CPD to identify any support needs
- Support Administration Staff in all SQA matters

- Ensure that the training needs of support staff are met

Resources Manager is responsible for checking that departments are meeting the administration standards required by SQA, this includes ensuring that all grades and assessment information are recorded for students and verification deadlines are met

DHT CPD has a duty to:

- Ensure information on CPD related to SQA presentation is forwarded to all departments
- Organise appropriate CPD events

DHT (House) has a duty to:

- Monitor the implementation of all departmental Internal Verification procedures
- Work with Faculty Principal Teachers and parents to ensure all issues regarding pupil presentations are dealt with equitably
- Alert Departments if SQA procedures and school processes are not being adhered to

DHT SQA has a duty to:

- Ensure good practice in Internal and External Verification is adhered to
- Provide guidance and support on all matters relating to SQA procedures, such as verification procedures, entries, and new courses
- Update procedures annually
- Provide calendar of key dates annually for departments
- Agree procedure for communicating with parents/guardians

External Verification

External Verification is key part of the SQA's Quality Assurance. Robust Internal Verification procedures should mean that Departments are suitably prepared for External Verification selection.

When a subject is selected for External Verification of Units, including Added Value Unit, preparation should include:

- Evidence of internal quality assurance judgement
- Candidate information, including details of Units, Outcomes and Assessment Standards against which the candidate's evidence has been judged

- If evidence is not from a prescribed assessment, sufficient details should be provided to allow the External Verifier to assess the validity of the assessment judgements
- Assessment should be referenced against National Standards

Verification Outcome

On receipt of Verification Outcome Report Faculty Head should:-

- Inform departmental staff of the outcome
- Put in place, if applicable, any required action follow up
- Provide support to teachers
- Amend Internal Verification process in light of feedback, if required
- Keep Depute Head Teacher faculty link fully informed

SQA exam information

Registration and Entries

Most SQA presentations are generated by pupil option choices during the Senior Phase, but some pupils may change course or level. All of these possibilities should be managed by the Faculty Head Subject and Depute House Head.

It is vital that pupils who have not achieved as expected in SQA exams receive consistent advice on their return to school. Class teachers/Faculty PT Subject must consult with Depute Head/Principal Teacher Pupil Support when issuing advice and not consider their subject in isolation.

In August, SMT will meet with pupils returning who require to substantially change their timetable. Pupils must not be invited to continue in levels (Advanced Higher/Higher) if they have failed the previous level.

SQA Results often generate option changes and pupils should use Change of Course Form (Appendix 2) to manage this process. Further into the course(ie post September) changes can be required based on performance in courses and teachers should trigger this process (Appendix 3)

At all times staff must check the accuracy of all SQA presentation lists generated by office and notify office of any changes.

Unit Assessments

Unit assessment for National 5 courses have been removed – Early warning letters are to be used.

Faculty Principal Teachers are responsible for managing Unit Assessments and ensuring all staff and pupils are fully informed of timescales. It is acknowledged that a range of assessment methods are used to cover all required outcomes and that not all subjects will use a single summative assessment.

If a pupil fails a Unit Assessment or a series of Outcomes, departments must inform the office using memo provided (Appendix 4/yellow), which will generate a Standard Letter to inform parents (Appendix 7). A bank of these memos is kept in the Main School Office.

In the event of a fail at later attempt(s) or failure to complete dissertation/investigation a similar procedure must be carried out to generate a further letter ie (Appendix 6/blue) which will generate Letter (Appendix. 7a, 7b & 7c):

7a: move from Higher to National 5

7b: move from National 5 to National 4

7c: consideration of exceptional circumstances

Appendix 7d will be generated by SMT confirming entries at National 4.

A letter (Appendix 8) must be sent out seeking an explanation justifying an absence for a unit assessment.

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It is important that all Departments follow these procedures to ensure consistency of approach and maximise communication with parents. **It is school policy that parents must be informed, in writing, about a failure of a Unit or a series of Outcomes (depending which Assessment model subjects use).** As part of Internal Verification Procedures, Faculties should make a professional judgement when to trigger a letter to inform parents if using the “Outcomes” model of assessment.

All Unit Results passes/fails/resit should be entered by the teacher responsible for the class into SEEMIS. Information regarding any pupil withdrawing from a course should be conveyed to the School Office as soon as available using the grids issued to Departments.

Exceptional Circumstances Consideration (prior to certification)

Exceptional Circumstances requests should be submitted to SQA within 10 days of the relevant examination. The evidence to support requests can take a variety of forms but is usually based on assessments, class tests obtained under exam conditions and class work. Faculty Heads should ensure that all appropriate evidence is collated to maximise pupil results. All requests for consideration must be approved by the Head Teacher and must be made through SQA Connect. A wide range of candidate evidence can be submitted for consideration:-

- Class Tests – a series of marked tests which reflect the range and challenge of the Course
- Coursework – a variety of evidence that may have occurred naturally
- Mock Tests
- Unit Assessments

Please note a past paper will not be accepted as a support for an exceptional circumstances consideration.

At all stages, PT Faculty must liaise closely with SQA Coordinator to meet the set timescale for Exceptional Circumstances Consideration.

Please see: **SQA Exceptional Circumstances Consideration, Guidance for Centres booklet.**

Post Results Service

SQA results are available to staff on the day of issue to pupils. This is the end product of SQA procedures and the beginning of Clerical Checks and Marking Review requests for the Results Service. Faculty PTs must ensure subject results are checked by staff to highlight any omissions or discrepancies between expected and real results, **especially in relation to component marks.**

The timescale for requesting any post results checks must be adhered to – the SQA will not accept late requests.

Criteria for a Clerical Check or Marking Review:-

- The candidate's final grade is markedly at odds with the totality of assessment evidence gathered during the year. It is **not** enough for a candidate's final award to be below estimate submitted to SQA.
- A request cannot be submitted on compassionate grounds, for example, because of conditional entry to Higher Education.
- Candidate's cannot pay to have a Clerical Check or Marking Review – The decision about eligibility for the service will be taken by the Head Teacher.

Please see: **SQA Post-results Service, Guidance for centres booklet.**

Staff will be alerted to annual dates by DHT/Resources

Centre Name:		Centre Number:	
Verification Group Title <i>(eg French)</i>			
Verification Type <i>(Unit or Course)</i>			
Staff Present			
Number of Candidates		Sample	

No	Candidate Name	Result e.g. pass/fail	Course Verifier Comment e.g. agree/disagree	Action Required e.g. none/review question 4
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Signature: _____

Position: _____

Date: _____

SENIOR SCHOOL - COURSE CHANGE REQUEST - (MAY TO SEPTEMBER ONLY) - RETURNS TO MR STRANG

PUPIL NAME _____ YEAR _____ HOUSE _____

Pupils:

- **Before proceeding with this form, please discuss with your Depute Head Teacher**
- Discuss any proposed change with
 - PT Pupil Support
 - Class Teacher
 - Faculty PT Subject of **both** departments

Teachers:

- Pupils should discuss with you any reasons for change of course/level. PTs should only sign appropriate boxes if they agree to request.

Column	Detail of Subject(s) changing FROM		Detail of Subject(s) changing TO	
A	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	
B	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	
C	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	
D	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	
E	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	
F	Subject		Subject	
	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>	Level (Please Tick)	National 5 <input type="checkbox"/> Higher <input type="checkbox"/> AH <input type="checkbox"/> Other <input type="checkbox"/>
	Seemis Class Code		Seemis Class Code	
	Class Teacher Signature		Class Teacher Signature	
	Principal Teacher Signature		Principal Teacher Signature	

Appendix 3

SENIOR SCHOOL – COURSE CHANGE REQUEST (After September of Academic Year)



PUPIL NAME: _____ YEAR _____ HOUSE _____

Change of exam presentation, including change of level or withdrawal from course.

<u>Course and Level:</u>	<u>Signature class teacher:</u>
<u>Proposed change to:</u>	<u>Signature Faculty PT:</u>

The following should be completed by class teacher/Principal Teacher

Reason for proposed change (please tick)	
Failed Unit Assessments	
Failed Formal Assessment (February)	
Lack of practical work	
Course work not completed	
Other	

Action taken (please tick relevant boxes):	
Discussion with pupil and targets set	
Discussion with PT Pupil Support	
Discussion with House Head/Cause for Concern sent out	
Letter home to parents	

Next steps for pupil during class time.
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Change agreed by		Date:
Pupil		All signatures must be provided
House Head		
Parent/Guardian		
PT Pupil Support		

Please note below all the subjects in which you will be sitting an external exam.

**Please return to
Depute Head Teacher (House)**

Memo 1

To: Office

From:

Date:

Subject: National Qualifications – Unit Assessment Failure

Please send out a letter of notification to the parent/guardian of the pupil below.

Pupil Name:	Tutor Group:
Class/Subject:	Level:
Unit/Outcome:	Teacher:

Early Warning letter:

Appendix 5

Memo 1a

To: Office

From:

Date:

Subject: National Qualifications – Early Warning

Please send out a letter of notification to the parent/guardian of the pupil below.

Pupil Name:	Tutor Group:
Class/Subject:	Level:
Teacher:	

The above memo 1a is to be used to trigger an early warning letter. This is for N5 candidates, replacing the memo 1 unit assessment fail.

1a) Early warning letter

Appendix 6

Today's date (dd/month/yyyy)

Guardians' salutation

Guardians' address

Dear Guardian salutation

Pupil Name: Child known as, Childs surname

Tutor group: Reg Class, Stage

Class/subject:

Level:

Teacher:

Child Known as is working at a level well below their target grade and this is causing concern.

Without improvement this is likely to have a serious impact on **his/her** success in this subject. This concern is based on evidence from classwork, homework and formal assessments.

It may be possible, with hard work and focus, that **Child Known as** will achieve the required standard set by the SQA. **His/her** class teacher has shared ways to bring about improvement and **Child known as** is encouraged to take this advice on board.

Your support in encouraging **Child Known as** to take extra steps to improve their progress is appreciated at this time.

Cc;

Principal teacher faculty

Principal teacher pupil support

DHT House

Aberdeen City Council – Education & Children's Services

CULTS ACADEMY

Head Teacher: Anna M Muirhead MA (Hons)

Telephone: (01224) 868801

Fax: (01224) 865250

e-mail: cultsacademy@aberdeencity.gov.uk



Quarry Road

Cults

Aberdeen

AB15 9TP

Today's Date (dd Month yyyy)

Guardians Salutation
Guardians Address

Dear Guardians Salutation

Pupil Name: Child Known As Childs Surname
Tutor Group: Reg Class Stage

Class/Subject:
Level:
Unit/Outcome:

Teacher:

Your Son/Daughter has failed the above Unit/Outcome, which indicates the minimum competency to pass the course.

Unit assessments are an important element of National Qualifications and must be passed, along with the final exam, before the Scottish Qualifications Authority will make a course award. It is hoped that with some additional study your Son/Daughter will achieve the standard set by the SQA. The class teacher has alerted your Son/Daughter to where improvement is required to pass the Unit/Outcome.

Your support in encouraging Him/Her to work towards passing the re-assessment is appreciated at this time.

c.c

Principal Teacher Science

Principal Teacher Pupil Support Pastoral House (User Defined)

Depute Head Teacher House (User Defined)

Memo 2

To: Office

From:

Date:

Subject: National Qualifications – Unit Re-assessment Failure

Please send out the selected letter of notification to the parent/guardian of the pupil below.

		Please tick appropriate box
A	Letter advising move from Higher to Nat 5 (7a)	
B	Letter advising move from Nat 5 to Nat 4 (7b)	
C	Letter advising consideration of exceptional circumstances (7c)	

Pupil's name: _____ Class: _____ House: _____

Subject: _____ Level: _____

Unit: _____ Re-Assess Date: _____

Aberdeen City Council – Education & Children's Services

CULTS ACADEMY

Head Teacher: Anna M Muirhead MA (Hons)

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e-mail: cultsacademy@aberdeencity.gov.uk



Quarry Road

Cults

Aberdeen

AB15 9TP

Today's Date (dd Month yyyy)

Guardians Salutation

Guardians Address

Dear **Guardians Salutation**

Pupil Name: **Child Known As** **Childs Surname**

Tutor Group: **Reg Class**

Class/Subject:

Level: Higher

Date of Reassessment:

Teacher:

Child Known As has now failed the unit assessment in the Higher course twice and therefore will not be eligible for a full course award.

The Department advises that **Child Known As** sits the course at National 5. | **He/She** will also receive credits for any Higher units **He/She** may have passed.

The Principal Teacher has discussed this fully with **Child Known As** and explained what is required to be successful at National 5.

If you wish to discuss this further, please contact Mrs Mackillop, PT Pupil Support Pastoral Teacher or Mr Strudwick, PT Business Management.

c.c

Principal Teacher Business Management

Principal Teacher Pupil Support Pastoral Murtle

Depute Head Teacher Murtle

Aberdeen City Council – Education & Children's Services

CULTS ACADEMY

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Quarry Road

Cults

Aberdeen

AB15 9TP

Today's Date (dd Month yyyy)

Guardians Salutation

Guardians Address

Dear Guardians Salutation

Pupil Name: Child Known As Childs Surname

Tutor Group: Reg Class

Class/Subject:

Level: Higher

Date of Reassessment:

Teacher:

As you are aware from previous correspondence your Son/Daughter did not pass the first sitting of a Unit/Outcomes of a Unit. This letter is to inform you that, despite extra time and support your Son/Daughter has not passed the re-assessment. According to SQA guidelines, He/She will therefore be ineligible for a full course award and cannot be presented for the final exam.

However, the Department advises that Child Known As continues with the course meantime and uses subsequent work to improve His/Her skills.

If Child Known As shows sustained commitment and improvement in ALL aspects of the course, the Faculty Head may permit a further attempt as an exceptional consideration.

If you wish to discuss this further, please contact Guidance Teachers Title Guidance Teacher, PT Pupil Support Pastoral Teacher or Mrs Davidson, PT Mathematics.

c.c

Principal Teacher Mathematics

Principal Teacher Pupil Support Pastoral Friarsfield

Depute Head Teacher Friarsfield

ABERDEEN CITY COUNCIL - Education & Children's Services

CULTS



ACADEMY

Head Teacher: Anna M Muirhead MA (Hons)
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Facsimile: (01224) 865250
e-mail: cultsacademy@aberdeencity.gov.uk

Quarry Road
Cults
Aberdeen
AB15 9TP

Today's Date (dd Month yyyy)

Guardians Salutation

Guardians Address

Dear Guardians Salutation

Pupil Name: Child Known As Childs Surname

Tutor Group: Reg Class

SCOTTISH QUALIFICATION AUTHORITY - EXAMINATION ENTRY LEVEL 2015

Confirmation of Entry Level

This is to confirm that Child Known As will be sitting the following subjects at National 4. |
He/She will receive full credit for any National 5 Units passed.



aberdeen*futures*

CULTS



ACADEMY

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 Telephone: **(01224) 868801**
 Facsimile: **(01224) 865250**
 e-mail: cultsacademy@aberdeencity.gov.uk

Quarry Road
 Cults
 Aberdeen
 AB15 9TP

SQA INTERNAL ASSESSMENTS

RECORD OF PUPIL ABSENCE

Pupil: _____ Reg Class/House: _____

Subject: _____

Unit/Level: _____

Date of Unit Assessment: _____

Note to Parent/Guardian

- Unit Assessments are an integral part of the overall course award. They are provided by SQA from a national assessment bank.
- Pupils must pass all Unit Assessments to achieve a course award. Failing a Unit Assessment or Outcome can have implications for the level at which students may be presented: for example if the pupil has failed to pass a Unit Assessment at Higher he/she may be advised to take the external course at National 5 level.
- Pupils are informed at the start of the term when Unit Assessments are likely to take place and are given guidance on dates by teachers throughout the session. Pupils who miss a Unit Assessment may have to wait until a re-assessment takes place. This may impinge on other course assessments.

Exceptional Circumstances

- Serious illness, including an accident, which prevents the candidate from taking the assessment. A medical certificate may be required.
- Family bereavement or circumstances affecting the candidate's performance.
- Unavoidable events and long-term medical appointments, which must be notified to teacher in advance.

Explanation of Absence

Signature of Parent/Guardian: _____ Date: _____

Please return to Faculty PT Subject Department