

## KEY DATES FOR SQA PROCEDURES

- Every year, SQA issue a very long list of Key Dates and Deadlines for schools. Mr Ross, who is the school's SQA Coordinator, decants these into a list of dates for teachers to help ensure all deadlines are met and all pupil work arrives at SQA on time.
- Many of them are technical details that pupils don't necessarily need to know but some of them are worth knowing in advance to allow pupils to plan their work, manage deadlines and avoid a bottleneck of work at key times of the year which can become quite a stressful time.
- **Orange** are useful to know while **Green** ones are important to pay attention to.
- **IT IS WORTH EMPHASISING** that these are department and/or school deadlines. Teachers will likely issue pupils with earlier dates than these to make sure the overall deadline is met. The date set by teachers is **THE DEADLINE** as far as pupils should be concerned.
- There will also be subject specific deadlines for homework, class work, etc on top of these. These are just the key SQA dates.

Deadline	Item	Comment	Department Deadline	Action required and member of dept responsible
Friday 21 September	Closing Date for Return of Project/Coursework Request Forms	<a href="https://www.sqa.org.uk/sqa/35391.html">https://www.sqa.org.uk/sqa/35391.html</a>		
24 September – 6 November	Candidate entries are open for SQA courses.	This will mean all relevant pupils are enrolled with SQA in the course and level agreed with staff. Changes can be up till March 2019 via proper school procedures.		
13-28 October	Highland Authority October Holidays	Plan upcoming deadlines around these dates.		
22 December – 6 January	Highland Council Christmas Holiday	Plan upcoming deadlines around these dates		
7 January to 24 May	Visiting Verification	<b>Visiting verification</b> is a Quality Assurance system where the SQA team visit the school to make sure our marking and internal verification systems meet the national standard. The subject's selected varies from year to year. From a pupil's point of view, it means any course work passed at this point is "subject to SQA verification".		

<b>Friday 11 January</b> (this is the 1 <sup>st</sup> Friday after the Christmas Holidays)	<b>Uplift of Round 1 Verification materials for N1-New Adv Higher courses.</b>	Like Visiting Verification, this means pupil work is sent away to SQA for Quality Assurance checks. As before, the departments chosen varies. Once again, from a pupil's point of view, it means any course work passed at this point is "subject to SQA verification".		
<b>04/02/16 – 15/2/16</b>	<b>Prelims</b>			
<b>11 Feb – 22 March</b>	<b>Visiting Examination Period</b>	For N5 & Higher Music and Adv Higher Mod Languages to allow examiners to observe candidate's work.		
<b>Early March</b>	<b>March uplift</b>	This takes place for externally assessed coursework for all National 5 subjects with exams (except Art and Design, Music and PE). e.g. portfolios for English, assignments for Sciences and Social Subjects, etc. There is <b>no</b> flexibility in the Uplift dates. The deadline <b>MUST</b> be met or a medical certificate is required for a pupil too unwell to meet these dates - contact the school if there is a problem we should know about.		
<b>Mid March</b>	<b>March Uplift</b>	This takes place for externally assessed coursework for all Higher subjects with exams (except Art and Design, Music and PE). e.g. portfolios for English, assignments for Sciences and Social Subjects, etc. There is <b>no</b> flexibility in the Uplift dates. The deadline <b>MUST</b> be met or a medical certificate is required for a pupil too unwell to meet these dates - contact the school if there is a problem we should know about.		
<b>Mid March</b>	<b>Final change of entries and withdrawals</b>	Following the prelims and wider analysis of pupil performance, any final changes to entries (including withdrawal) must be made.		
<b>22 March</b>	<b>Baccalaureate Project results</b>	Scottish Baccalaureate Interdisciplinary Project Results need to be sent to SQA.		
<b>Late March</b>	<b>Estimates</b>	Closing date for submission of Estimates except Adv Higher Art & Design as well as Higher Photography. Please see explanation on the importance of Estimates in the whole exam system <a href="https://tinyurl.com/ybwp3lzt">https://tinyurl.com/ybwp3lzt</a> .		

<b>2 April</b>	Uplift of Round 2 Verification materials	As above for Verification.		
<b>2 April</b>	April uplift IAMF sheets	<p>As above for March Uplift:</p> <ul style="list-style-type: none"> <li>• Uplift of externally assessed Advanced Higher coursework (<b>except</b> for Art and Design, Geography, and Music: Portfolio)</li> <li>• Uplift for externally assessed coursework for Higher Art and Design (design and Expressive) and Music.</li> <li>• Uplift for externally assessed coursework for National 5 Art and Design (Design and Expressive), Music and PE.</li> </ul> <p>Closing date for submission of “Internal Assessment Mark Forms” for Modern Languages, ESOL, Graph Comm, Metalwork and Woodwork. These are Teacher scores for Internally marked pieces of work which help give a final grade to a course.</p> <p>Uplift of Scottish Baccalaureate Interdisciplinary Project</p>		
<b>6 – 22 April</b>	Highland Authority Easter Holidays	Plan upcoming deadlines around these dates		
<b>25 April – 31 May</b>	National Exams			
<b>29 April – 17 May</b>	Visiting Examination period for Adv Higher Music			
<b>17 May</b>	Deadline for outstanding unit results with exam based course	Final submission for unit results for exam based national courses, Nat 4 AVUs, <i>Stand Alone</i> Units and “Spoken Language” in N5 English.		
<b>Wednesday 1 May</b>	IAMF sheets	As above. Closing date for submission of Internal Assessment Mark Forms in Physical Education		
<b>Wednesday 8 May</b>	Submission of Adv Higher English portfolios			

	Uplift of Adv Higher Geography and Music portfolios			
<b>Friday 24 May</b>	Ongoing Estimates Ongoing Uplift	Closing date for submission of Estimates for Adv Higher Art & Design as well as Higher Photography via Seemis <i>Tracking and Monitoring</i> and Quality Assured by HOD. Uplift of externally assessed coursework for Higher Photography as well as Adv Higher Art & Design.		
<b>6 August</b>	Results Day	Candidates receive results by post, email or text		