



## Scottish Qualifications Authority Assessment Arrangements at Banchory Academy

### SQA Assessment Arrangements

The SQA are the Scottish Qualifications Authority.

As a school we work within the framework leading to SQA qualifications and therefore must conform to their regulations. Assessment Arrangements are part of these regulations and quality assurance.

Assessment arrangements allow candidates who are disabled, and/or have been identified as having additional support needs, appropriate arrangements to access the assessment without compromising its integrity.

There are four key principles that underpin the request for an SQA Assessment Arrangement.

1. Assessment arrangements are intended to enable candidates to demonstrate their attainment, not to compensate for lack of attainment.
2. Assessment arrangements must not compromise the integrity of the qualification.
3. Assessment arrangements must be tailored to meet a candidate's individual needs.
4. Assessment arrangements should reflect, as far as possible, the candidate's normal way of learning and producing work.

### Examples of Assessment Arrangements

There are a variety of supports that can be requested through the SQA Assessment Arrangements Request (AAR) database. Including:

- Adapted and digital question paper
- Use of ICT with/without spellchecker
- Extra time
- Prompt
- Reader
- Scribe
- Rest periods
- Handheld spellchecker
- Use of a calculator when no calculator is allowed

SQA routinely audit schools will expect to see the following:

1. Evidence there has been a verification meeting with the school SQA co-ordinator (DHT).
2. Evidence that candidates have agreed to the AA and that their details will be disclosed to the SQA.
3. Evidence of the candidate's disability or Additional Support Needs (ASN) and how this affects them in the learning and teaching situation ie classroom.
4. Evidence of their need for current assessment support, how this is met and how it relates to the arrangements being requested or provided.
5. Evidence that varying needs across subjects have been taken into account.
6. Evidence for specific types of arrangements.
7. The school has evidence of a system for the management of SQA Assessment Arrangements.

There is a robust system that must be adhered to otherwise the integrity of the SQA exam will be called into question.

## **The Assessment Arrangement process at Banchory Academy**

All staff have access to a spreadsheet which includes the candidate's name, class and suggested assessment arrangement as discussed between Additional Support for Learning (ASL) staff and the candidate

- Information is issued to subject teachers for the collation of evidence, 'with and without' the final arrangements. Evidence from general class work, class assessments and/or prelims are collated.
- ASL staff meet with candidates to confirm their arrangements. The candidate agrees to use the arrangements and for their details to be shared with the SQA.
- Assessment arrangements are confirmed and input into the SQA Assessment Arrangement Request system, usually after the prelims in January.
- Parents/carers are sent information confirming the assessment arrangements in place for the exam timetable.
- An SQA Assessment Arrangement timetable is issued to the young person.
- Needs change over time and an assessment arrangement agreed in S4 may not be appropriate in S5 or S6.

For further information please contact,  
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