

Lasswade High School



SQA Formal Assessments A Student Guide

What are Formal Assessments and why do we need to do them?

This session, due to the ongoing COVID-19 pandemic, all external assessment for SQA National Qualifications at N5, Higher and Advanced Higher has been cancelled.

Qualifications for these courses will be awarded based on work you complete in school through formal assessments in each of your subjects.

Your teachers will use the results of any coursework, assignments, performance and formal assessments to produce a Provisional Result. This is your final grade and band in each subject.

How will Provisional Results be decided?

Throughout the year, as part of your regular learning, you have completed work in class and at home. You have received regular feedback about how to improve which has also been communicated home in reports and discussed as part of learner conversations.

Your Provisional Results will be based on evidence gathered through any coursework, assignments, performance and formal assessments

The number of assessments may vary across subjects. This is because all subjects have different requirements. Each subject will follow SQA guidance about the type and amount of formal assessments required and will provide a summary of the assessments you need to complete for your Provisional Results and how much each section is worth.

When, where and how will formal assessments be carried out?

Almost all formal assessments will take place during normal class time. This is to allow you more time in class for learning and teaching and to support public health and safety measures.

As advised by SQA guidance, most assessments will be 'broken up' into smaller parts. This is to help you plan and manage your revision.

You will receive a letter with the dates of all formal assessments in your subjects. It is important that you understand that your assessment days may be different to that of your friends, even in the same subjects, as you may have the class at different times.

We have planned formal assessments so that only certain classes or 'columns' can assess at particular times/ days. This to help us manage our resources and to spread out your assessments.

You will also receive notice of planned formal assessments via your Subject Google Classrooms. Each subject will share specific guidance with you about the timing, content and assessment conditions required.

Do I have to do all my formal assessments?

Your Provisional Results must be based on ‘demonstrated attainment.’ This means evidence gathered under appropriate assessment conditions, using appropriate assessment papers.

You must attend all formal assessments to support your Provisional Results.

If there is a reason why you cannot attend an assessment, such as illness or requirement to self-isolate, your parents/carers should contact Student Support at the earliest possible opportunity. We will then organise an alternative assessment time.

If you do not attend any formal assessments, we may not be able to submit a Provisional Result for that particular subject/ level.

What is expected during formal assessments?

Formal assessments will be undertaken in conditions similar to the final SQA exam. This means that learners should only have essentials on their desk, such as paper, or device if typing, something to write with, water bottle. All other personal belongings such as bags and (turned off) phones and smartwatches should be left at the front of the classroom.

If you are using a chromebook for typing, or submitting any coursework completed at home, it is extremely important that the work submitted is your own. Plagiarism is very serious and any student found to have copied from another’s work will face serious consequences.

As assessments will be taking place at different times, not just in our school, but across Scotland, it is extremely important that you **do not discuss** the assessments with friends, family or on social media.

We are asking all students to sign up to our assessment code of conduct by reading and signing the Google Form.

How will we make assessments fair?

If you are completing an unseen question paper as a formal assessment, your teacher must approach this in the same way as an SQA final exam would be supervised.

This means that you should only bring in materials required for the assessment and that you do not discuss the content of any paper with friends, family or on social media.

If, during the course of an assessment, you feel that something is not as it should be (i.e. timing is wrong, you are missing part of the paper) you must raise it with your teacher/ invigilator/ SQA Coordinator as soon as possible.

Will I receive feedback about my formal assessment results?

As the assessments are being broken up and completed over time, you may receive some feedback about one assessment prior to completing another. However, in other subjects, the timing between one paper and another means that it may not be marked and moderated (checked) before you sit the next paper. At all times in class you will continue to receive regular feedback on your work in class about how you are doing, where you are going and the next steps to help you improve.

How will we check our assessment judgements?

We are doing lots of checking to ensure that all judgments are fair, robust and consistent.

All departments are following SQA guidance and the assessments used have been checked prior to use. Throughout the year, all of your teachers have been taking part in additional training sessions to support the making of these assessments.

We also cross mark assessments in school, with other Midlothian schools and send work to the SQA for checking too.

How will we make sure it is fair?

Ensuring equity and fairness for everyone is an important part of the formal assessments process. If you have an additional support need, you will receive agreed Alternative Assessment Arrangements for your formal assessments. We are also undertaking some 'blind marking' where papers are marked anonymously.

If you have any other issues or concerns about assessment, please speak to your student support teacher.

When will I receive my Provisional Results?

All Provisional Results need to be sent to the SQA by 25th June 2021. We will share your Provisional Results with you during the final week of term. These results will be confirmed by the SQA on 10th August 2021 when they send you your certificates.

Where can I get more information?

Further Information is available on the SQA Website in the candidate booklet [‘What you need to know.’](#) -

These assessments are your opportunity to demonstrate what you can achieve. We want you all to do your best and wish you all the best of luck.