



Individual confidentiality agreement for accessing Provisional Results information for Awarding 2021

Ahead of the sharing of any information relating to results in summer 2021, you are asked to read and confirm your agreement to the conditions outlined below. These conditions aim to minimise any risk of provisional results information being shared with unauthorised persons, which could have the consequence of undermining the integrity of the process of awarding grades this summer and cause anxiety or/and harm to learners.

These conditions and the arrangements put in place around Provisional Results information, are specific to summer 2021 due to the current exceptional circumstances arising from the COVID 19 pandemic.

Purpose

Provisional Results summary information is being shared with you to facilitate on-going discussions and analyses around the process for awarding grades in summer 2021 and for managing the arrangements. Amongst other things, it is intended that this sharing of Provisional Results will allow for early anticipation of issues and support preparation for results day.

Conditions for sharing

The Provisional Results information is shared with you on the following conditions:

- You must keep the Provisional Results information confidential at all times and shall not disclose, share or discuss it (whether directly or indirectly, wholly or in part) with individuals who are not on the access list.
- You must take and maintain proper and reasonable measures to ensure the confidentiality and security of the Provisional Results information at all times, including taking all security measures as set out in the relevant policies and processes of your organisation. The information shall be stored in secure systems in line with storing official sensitive information. Any copies of the information must be limited to that absolutely necessary and kept securely for only as long as is necessary.
- You must not share, disclose or discuss the Provisional Results information with any other person(s) except those who have been granted access by SQA.
- You must use the Provisional Results information only for the agreed defined purposes for which it has been provided.



- No indication of the substance of the Provisional Results information should be made public, or given to the media or any other party, including individuals from other organisations or other government departments, before final results are issued.
- You must not release into the public domain or make any public comment about the Provisional Results information prior to the final results being released on Results Day. Any accidental or wrongful release should be reported immediately to SQA's Head of Statistics.

For the avoidance of doubt, wrongful release includes providing indications of the content, such as comment on whether results are up or down or whether attainments gaps have widened or narrowed.

- No extension to the list of those granted access can be made without the written agreement of Dr Herb Castillo, Head of Statistics, SQA. (As already indicated, access will only be granted on a strict need-to-know basis to achieve the defined purpose.)

Please confirm by return email to herb.castillo@sqa.org.uk, that you have read and agreed to these conditions.