

QDMT QA – Proposals for Additional NQ Support for session 2021-22 (Scenario 2/Plan B)
Action Log

Meeting ID	Action	Date Identified	Assigned To	Completion By	Update	Status
1.1	<p>QDMT agreed that all QD HoS should hold further discussions with their Qualifications teams to reiterate the purpose of Plan B and where applicable, highlight proposals which have been presented and approved to enable QMs to consider the suitability/feasibility for the subjects in their portfolio. It should be noted that it was appreciated that for some subjects additional support may not be possible for this session.</p> <p>Following this a further QDMT QA meeting to be held to discuss final Plan B proposals (QPM ██████ ██████ to schedule accordingly).</p>	06/10/2021	QDMT/Quals Teams/QPM ██████ ██████	02/11/2021	<p>Update 08/10/2021 - Second QDMT QA meeting scheduled to take place on 15/11/2021; invites circulated by ██████ ██████</p> <p>Update 11/11/2021 - Further discussions between HoS and QMs have now taken place with re-submissions provided where appropriate. Meeting to discuss all final proposals scheduled to take place 15/11/2021 and therefore it is proposed that this action is now closed.</p> <p>Update 15/11/2021 - QDMT members agreed that this can now be closed.</p>	Closed
1.2	<p>QDMT agreed that clear and careful communications messages would be required (to explain the varying approaches across subjects) if Plan B was to be invoked, as it is appreciated that the modifications already in place for session 2021-22 are not uniform.</p>	06/10/2021	QDMT/External Communications Team	10/03/2022	<p>Update 15/11/2021 - QDMT members confirmed that work should commence with Comms colleagues to develop appropriate comms messages for both centres and learners. QDMT also highlighted that when communicating to learners we should combine the modifications along with the additional support from Plan B/Scenario 2 in order to provide one clear message for each course.</p> <p>Update 21/01/2022 - As part of recent discussions around the comms required should Scenario 2 be invoked, it has been agreed that a summary table will be published in advance of March detailing a high level category to describe the type of revision support that will be available for learners. As such, QPM pulled together an extract from the Scenario 2 tracker listing initial categorisations for each subject and circulated this to Quals teams on 18/01/2022 for review and approval. As of 20/01/2022, all QMs had revised or confirmed their categorisations; however, due to the refinements and new categories developed by some Quals teams, it is anticipated that an additional review and sign off loop will be required. Furthermore, discussions at Advisory Council has resulted in those courses that were previously not planning on providing any Scenario 2 support (the 25 courses categorised as 'none'), having to produce some form of support, potentially in the form of short study guides.</p> <p>Update 25/01/2022 - Discussions took place at the National Qualifications Programme Board meeting regarding the differences between the 'study guide' and 'question paper preparation document' categories. QD HoS requested sight of the summary table prior to publication to enable a review to take place to ensure consistency. ██████ ██████ highlighted that a Q&A will be published alongside the comms with the summary table and as such, requested that NQPB members send on any questions and answers which they feel would be helpful here.</p> <p>Update 02/02/2022 - Scenario 2 summary table (also noting high level modifications details) published on the SQA website alongside accompanying comms messages invoking Scenario 2 on 01/02/2022.</p> <p>Update 09/03/2022 - Warm up comms were published on 03/03/22 (as part of co-ordinated comms activity) and appropriate comms messages were issued to centres and local authorities on 08/03/22 to support the publication of the revision support for learners documents. Learners are being directed to Ushare where there are links to the revision support for learners documents. As such, it is proposed that this action is now closed.</p>	Complete
1.3	<p>QDMT agreed that a full read across of the final Plan B proposals (for all N5-AH courses) is required to ensure consistency and coherence.</p>	06/10/2021	QDMT/Quals Teams	21/01/2022	<p>Update 26/11/2021 - Following initial presentation of Plan B proposals at the QDMT QA meeting on 06/10/2021, a high level read across took place at the additional QDMT QA meetings on 15/11/2021 and 26/11/2021.</p> <p>Update 20/01/2022 - Discussions at Advisory Council has resulted in those courses that were previously not planning on providing any Scenario 2 support (the 25 courses categorised as 'none'), having to produce some form of support, potentially in the form of short study guides.</p> <p>Update 25/01/2022 - As part of recent discussions around the comms required should Scenario 2 be invoked, it has been agreed that a summary table will be published in advance of March detailing a high level category to describe the type of revision support that will be available for learners. QD HoS requested sight of the summary table prior to publication to enable a review to take place to ensure consistency.</p> <p>Update 02/02/2022 - QD HoS reviewed and approved the content of the Scenario 2 summary table which was published on the SQA website on 01/02/2022. As such, it is proposed that this action is now closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed

1.4	In light of actions 1.1 and 1.3, QDMT requested that the current Plan B timelines should be revised by at least one week (due to concerns over colleagues' annual leave commitments eg October break). QPM to update the plan and associated milestones accordingly (to inform QD HoS discussions with Qualls teams).	06/10/2021	QPM	08/10/2021	<p>Update 08/10/2021 - [redacted] and [redacted] revised the Plan B timelines in line with QDMT comments. Updated plan circulated to QDMT members for information purposes. These revised dates will be reported on at the next NQ Qualifications Programme Board meeting on 26/10/2021. As such, it is proposed that this action is now closed.</p> <p>Update 15/11/2021 - QDMT members agreed that this can now be closed.</p>	Closed
2.1	It was raised that colleagues across the business are receiving external queries regarding Plan B/Scenario 2. As such, it was requested that clarity is provided (internally in the first instance) in regards to the 'trigger points' for invoking this, including who has the responsibility for making this decision, when this should be made by and the overall parameters for this contingency.	15/11/2021	QDMT	08/12/2021	<p>Update 28/01/2022 - A number of 'triggers' for invoking Plan B/Scenario 2 were agreed with stakeholders via the NQ 2022 Steering Group and with SQA's Board of Management. These triggers were based in part on data provided by Scottish Government. At its meeting on 27/01/2022 SQA's Board of Management agreed that Plan B/Scenario 2 should be invoked. The materials developed under Plan B/Scenario 2 are now being prepared for publication in the w/c 07/03/2022.</p> <p>Update 02/02/2022 - Scenario 2 summary table (also noting high level modifications details) published on the SQA website alongside accompanying comms messages invoking Scenario 2 on 01/02/2022. It is therefore proposed that this action is now closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed
2.3.1	<p>QDMT reviewed those proposals where options had been provided by the QM and confirmed the following:</p> <ul style="list-style-type: none"> - <u>N5 to AH Physics</u> - QDMT agreed that the exam technique study guide is the preferred option and that the Qualls team should proceed on this basis. - <u>N5 Health and Food Technology</u> - QDMT agreed that a study guide should be produced here. - <u>Higher PE</u> - QDMT requested that if possible, it would be appreciated if the original proposal could still stand (in spite of the security breach). - <u>N5 to AH Computing Science</u> - QDMT agreed that a hybrid of options 2 and 3 is the most appropriate approach here. <p>QDMT agreed that the relevant QD HoS should update QMs regarding these decisions. Following on from this, QPM to update the master spreadsheet to reflect this</p>	15/11/2021	SPope/MPaterson/ BSmith/LMiller	17/11/2021	<p>Update 23/11/2021 - Master NQ 2022 Proposals for Additional NQ Support spreadsheet updated to reflect the decisions made by QDMT in regards to these subjects. It is proposed that this action is now closed.</p> <p>Update 26/11/2021 - QDMT QA members agreed that this action can now be closed.</p>	Closed
2.3.2	<p>QDMT discussed the exam notes being proposed for AH English and also the exemplar proforma being proposed for N5 to Higher Dance and N5 Drama. Robert Quinn and Sue Pope agreed that it would be useful for discussions to take place between the two relevant QMs to enable a broadly consistent approach to be taken to the development and use of this resource.</p> <p>It was also highlighted that these proposals are likely to have operational implications; for example, updates may be required to the Invigilator's handbook (as this will already have been printed by the time this is potentially invoked in March).</p>	15/11/2021	RQuinn/SPope/ EBratchell/ABrown	17/12/2021	<p>Update 25/11/2021 - It was communicated that a meeting is scheduled to take place on 29/11/2021 between [redacted] and [redacted] to discuss this further. Update to be provided thereafter.</p> <p>Update 29/11/2021 - Note, Operational considerations are being taken forward by action 3.3.</p> <p>Update 02/12/2021 - QM [redacted] confirmed that he and [redacted] have agreed to try and develop standard wording for the exemplar proforma; however, it was flagged that it is envisaged that the level of detail the two teams permit candidates to take in to the examination will be different. Update to be provided in due course.</p> <p>Update 19/01/2022 - QM [redacted] confirmed that although discussions took place with [redacted] they are both taking slightly different approach. In particular, Dance is more structured as the Qualls team are creating a proforma for candidates to populate and take into the exam, while AH English are just allowing candidates to choose the content of their notes.</p> <p>Update 20/01/2022 - Whilst confirming the appropriate categorisations for the Scenario 2 summary table, the QO confirmed that the Qualls team are no longer planning on producing an Exemplar Proforma for N5 Drama (instead they intend to publish the Section 2 Stimuli). It was confirmed that discussions took place with the exam team about a proforma for candidates to take notes into the exam room; however it was felt that this would not assist candidates and may distract from the questions in the exam.</p> <p>Update 27/01/2022 - In light of a number of discussions regarding the use of the term 'exemplar proforma', the QM [redacted] confirmed the following updated titles: Nat 5 Dance - Study guide to be taken into exam for Section 3 Higher Dance - Study guide to be taken into exam for Section 2 However, these titles were further amended by HoS Sue Pope to replace the reference to 'study guide' to 'study notes' to ensure consistency with the approach for AH English ('study notes to be taken into the exam (Question paper 1 - Literary Study)'). This will also help to prevent any confusion with those other courses providing study guides which are not allowed to be taken into the exam. Therefore, it is proposed that this action is now closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed

2.3.3	<p>■■■■ highlighted that based on an initial review of the proposals presented, around one third (49/150) of courses are not proposing any Plan B/Scenario 2 support. It was requested that a list of these courses is collated and made available to QDMT members. Following this, QD HoS should discuss with relevant QMs whether it is possible to at least provide study guides for these courses. Confirmation or otherwise to be sent to ■■■■ by 22/11/2021.</p>	15/11/2021	RQuinn/SPope/ MPaterson/IMorrison/ BSmith/LMiller	08/12/2021	<p>Update 16/11/2021 - QPM circulated to QD HoS a list of all courses that are currently not proposing any further support as part of Scenario 2.</p> <p>Update 25/11/2021 - Updates have now been received from all QD HoS regarding the courses that are currently not proposing any additional support as part of Scenario 2. QPM revised the master NQ 2022 Proposals for Additional NQ Support spreadsheet accordingly. As a result of these updates there are now 29 courses not currently proposing any additional support. It should be noted that this was previously 49; however, 9 of these were courses that do not have any question paper component this session.</p> <p>Update 26/11/2021 - Discussions took place regarding this at the QDMT QA meeting on 26/11/2021 and it is anticipated that further discussions will take place at the Code of Practice Governance Group on 08/12/2021. Update to be provided thereafter.</p> <p>Update 20/01/2022 - Discussions at Advisory Council resulted in those courses that were previously not planning on providing any Scenario 2 support (the 25 courses categorised as 'none'), having to produce some form of support, potentially in the form of short study guides. As such, it is proposed that this action can now be closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed
2.3.4	<p>It was agreed that following on from discussions between QD HoS and Qualifications teams, a further additional QDMT QA meeting should be arranged for the week commencing 22/11/2021. ■■■■ to liaise with ■■■■ accordingly.</p>	15/11/2021	BSmith/AHair	17/11/2021	<p>Update 24/11/2021 - Meeting invites circulated for a further QDMT QA follow up meeting on 26/11/2021. It is proposed that this action is now closed.</p> <p>Update 26/11/2021 - QDMT QA members agreed that this action can now be closed.</p>	Closed
2.3.5	<p>It was confirmed that there is not currently a standard study guide template available for session 2021/22. As such, it was highlighted that, as per the plan, it is important for relevant PRS and QD Editorial colleagues to now progress the development of all relevant and required templates. It was agreed that these must be drafted prior to any CoPGG presentation.</p> <p>It was flagged that consideration should also be given to Gaelic medium subjects/templates.</p>	15/11/2021	MWare/GMann/ LWilson/AFlannagan	14/12/2021	<p>Update 25/11/2021 - A number of meetings have been held between the QD Editorial team, Quails team reps and QPM to work on draft templates for the additional support being provided as part of Scenario 2. A final draft template (for review and approval) will be included in the meeting papers for the QDMT QA meeting scheduled to take place on 26/11/2021. Update to be provided to the group thereafter.</p> <p>Update 26/11/2021 - The draft <i>2022 revision support for learners</i> document template was discussed at the QDMT QA meeting on 26/11/2021 and was subsequently approved by members.</p> <p>Update 02/12/2021 - QPM circulated the <i>2022 revision support for learners</i> document template to Qualifications teams to complete. It is proposed that this action is now closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed
2.4	<p>Graeme Clark reiterated that any mention of Understanding Standards resources being provided as part of the Plan B/Scenario 2 contingency, should be highlighted with ■■■■ and the US team to ensure that all resources are on the open website and promoted at the appropriate time.</p>	15/11/2021	BSmith/PRodger	17/12/2021	<p>Update 16/12/2021 - Discussions took place at the Assessment Resources Project Team meeting regarding this action. However, it was agreed that this should be put on hold until after the Scenario 2 update paper is presented and discussed at the Code of Practice Governance Group tomorrow morning.</p> <p>Update 13/01/22 - Following discussions at the Assessment Resources Project Team meeting, ■■■■ forwarded the Scenario 2 tracker to ■■■■ for review/information purposes. Consequently, it is proposed that this action is now closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed
3.3	<p>QDMT QA members agreed that the proposals for additional support should not be presented to NQAMG as detailed in the project plan. Instead, it was agreed that it would be more suitable for an update to be provided to the Alternative Model Sub-Programme Board and Awarding Programme Board. Furthermore, it was agreed that ■■■■ would flag the operational considerations on the weekly highlight report; Sue Pope will also raise these at the Daily Stand Up meeting.</p>	26/11/2021	SPope/BSmith	07/12/2021	<p>Update 29/11/2021 - ■■■■ noted the following on the Assessment Resources Highlight Report for the Alternative Model Sub-Programme Board: 'It is worth noting that discussions are ongoing regarding 4 Courses (National 5 & Higher Dance, National 5 Drama and Advanced Higher English) potentially producing an exemplar proforma/allowing exam notes to be taken in to the exam. It is anticipated that these are the only proposals which would have operational implications.'</p> <p>Furthermore, as agreed at the QDMT QA meeting, the 'Proposals for Additional NQ Support' spreadsheet was provided to the Sub Programme along with the highlight report. As such, it is proposed that this action can now be closed.</p> <p>Update 22/02/2022 - National Qualifications Programme Board members agreed that this action can now be closed.</p>	Closed

QDMT Attendance (1)

Gill Stewart (GS)
Robert Quinn (RQ)
Sue Pope (SP)
Mags Paterson (MP)
Iain Morrison (IM)
Liz McGrath (LMcG)
Martyn Ware (MW)



QDMT Attendance (2)

Gill Stewart (GS)
Robert Quinn (RQ)
Sue Pope (SP)
Mags Paterson (MP)
Iain Morrison (IM)
Liz McGrath (LMcG)
Graeme Clark (GC)
Martyn Ware (MW)



QDMT Attendance (3)

Gill Stewart (GS)
Sue Pope (SP)
Mags Paterson (MP)
Iain Morrison (IM)
Liz McGrath (LMcG)

