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1	Assessment Resources 2021/22 Project Team					
2	Action Log					
3	Meeting ID	Date Identified	Assigned To	Completion By	Update (completed actions are shaded out and will be filtered out next month)	Status
4	4.1.1	26/08/2021	MPaterson/SPope	04/11/2021	<p>23/09/2021 - In light of the post QDMT request from Mags Paterson and Sue Pope for an update on the status of this work, discussions took place regarding this at the Assessment Resources Project Team meeting on 23/09/2021. There was collective agreement that there is confusion regarding this action and associated requests. As such, project team members agreed that confirmation of the specific ask here is required to enable the relevant, appropriate information to be gathered from Qualifications teams eg what question are we looking for QMs to answer here. It was therefore agreed that [redacted] will raise this issue again with Mags Paterson. Update to be provided in due course.</p> <p>12/10/2021 - [redacted] contacted [redacted] (on 07/10/2021) to ask what was recorded at the NQ 2022 Working Group (on 04/08/2021) in this regard. [redacted] confirmed that some related discussions have taken place and the following has been noted: 'Assessment planning - Consider support for practitioners on assessment planning'; however, it was highlighted that there has been no update here.</p> <p>21/10/2021 - It was agreed that Liz McGrath and [redacted] would seek to get clarification from Gill Stewart in this regard.</p> <p>04/11/2021 - Assessment Resources Project Team members discussed this in depth and agreed that given the alternative model sub-programme is now being set up, this action has been superseded and can be closed.</p>	Closed
5	4.1.2	26/08/2021	[redacted]	04/11/2021	<p>03/09/2021 - [redacted] confirmed that the QD Editorial team have been unable to locate a final tracker/list of all RNQ subjects with QP briefs. However, it was noted that an email chain suggests that the following subjects may have them: Biology, Computer Science, Environmental Science, Maths, Art and Design, Engineering Science, Graphic Communications and PE.</p> <p>09/09/2021 - [redacted] agreed to work with [redacted] to further explore this work.</p> <p>15/09/2021 - [redacted] confirmed that the following subjects have a question paper brief included in the course specification document as an appendix: Applications of Mathematics, Biology, Environmental Science, Fashion and Textile Technology, Human Biology, Mathematics, Mathematics of Mechanics, and Statistics. Confirmation sought regarding next steps for this work.</p> <p>23/09/2021 - In light of the post QDMT request from Mags Paterson and Sue Pope for an update on the status of this work, discussions took place regarding this at the Assessment Resources Project Team meeting on 23/09/2021. There was collective agreement that there is still confusion regarding the appropriate next steps for this work. As such, project team members agreed that confirmation of the specific ask here is required to enable QCs to progress accordingly with Qualifications teams. It was therefore agreed that [redacted] will raise this issue again with Mags Paterson. Update to be provided in due course.</p> <p>12/10/2021 - [redacted] contacted [redacted] (on 07/10/2021) to ask what was recorded at the NQ 2022 Working Group (on 04/08/2021) in this regard. [redacted] confirmed that some related discussions have taken place and the following has been noted: 'Assessment planning - Consider support for practitioners on assessment planning'; however, it was highlighted that there has been no update here.</p> <p>21/10/2021 - It was agreed that Liz McGrath and [redacted] would seek to get clarification from Gill Stewart in this regard.</p> <p>04/11/2021 - Assessment Resources Project Team members discussed this in depth and agreed that given the alternative model sub-programme is now being set up, this action has been superseded and can be closed.</p>	Closed
6	4.1.3	26/08/2021	[redacted]	14/09/2021	<p>26/08/2021 - Lesley Joyce confirmed that the format/layout of this spreadsheet is suitable for the purposes required. QPM are now awaiting confirmation from QDMT regarding the next steps and appropriate timescales for this work.</p> <p>02/09/2021 - QDMT agreed that the signed off PRS Principles document should be circulated to Qualifications Teams with the Additional Support Tracker Spreadsheet for them to complete. QDMT requested that QPM develop a broad plan for this work with a couple of different timelines. These potential timelines should then be discussed at the National Courses Internal Steering Group meeting on 06/09/2021 to get the Group's views on most appropriate dates. It was agreed that feedback regarding timelines (as a result of the National Courses Internal Steering Group discussion) should be provided to QDMT in order for it to be approved. Timeline will include a date whereby all proposals are discussed at QDMT (at this point that is notionally September/October).</p> <p>06/09/2021 - Discussions took place at the National Courses Internal Steering Group meeting regarding the two timelines developed by QPM. A hybrid of these plans was proposed by members and as such, QPM developed a third potential timeline post meeting. QDMT presentation date tbc.</p> <p>10/09/2021 - Gill Stewart approved the timeline proposed by the National Courses Internal Steering Group and as such, work will progress in line with the dates detailed. It is proposed that this action is now closed.</p> <p>23/09/2021 - Assessment Resources project team agreed that this action can now be closed.</p>	Closed
7	4.1.3	26/08/2021	MPaterson/[redacted]	02/09/2021	<p>02/09/2021 - QDMT confirmed approval of the PRS Principles document and agreed that this should be circulated to Qualifications Teams with the Additional Support Tracker Spreadsheet for them to complete. It is proposed that this action is now closed.</p> <p>09/09/2021 - It was agreed that this action can now be closed.</p>	Closed
8	10.3.1	18/11/2021	[redacted]	24/11/2021	<p>02/12/21 - Following the last meeting of Assessment Resources Project team on 18/11/21 a number of meetings have taken place to progress the development of appropriate templates (including meetings on 19/11/21 and 23/11/21). During these discussions it was felt that all types of additional support could be addressed by the creation of one template ('2022 revision support for learners' document) with various sections which could be deleted as appropriate (template includes notes to writer). This template was presented and approved at QDMT QA meeting on 26/11/21 (rescheduled from 24/11/21). It is proposed that this action can be closed.</p> <p>03/12/21 - Assessment Resources project team members agreed that this action can now be closed.</p>	Closed
9	12.3	16/12/2021	[redacted]	24/02/2022	<p>13/01/22 - Following discussions at the Assessment Resources Project Team meeting, [redacted] forwarded the Scenario 2 tracker to [redacted] for review/information purposes. It was highlighted that it would be particularly helpful if the US team could review the current US resources for those subjects that are not providing Scenario 2 support, to ensure that there is sufficient US material available. Update to be provided at the next meeting.</p> <p>27/01/22 - It was confirmed that discussions at Advisory Council (on 20/01/22) 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. However, Assessment Resources Project Team members still thought the exercise would be useful (namely to ensure that there is sufficient US coverage for those courses).</p> <p>10/02/22 - [redacted] confirmed that the US team have reviewed the materials which are currently available for those subjects which were previously categorised as 'none'. It was identified that there are materials for all of these courses. However, [redacted] took the opportunity to flag that US materials are not aimed at learners, instead they are actively promoted as being for professionals. QD Editorial colleagues confirmed that there are some references to US materials within the revision support for learners documents, but that the editors do have rules/guidance around the application/inclusion of these references. Update to be provided at the next Assessment Resources Project Team meeting.</p> <p>24/02/22 - Assessment Resources Project Team members agreed that this action can now be closed.</p>	Closed

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3	12.4.1 Discussions took place regarding where the 2022 revision support for learners documents, produced by Qualifications teams as part of Scenario 2, will be published on the website. [redacted] requested that a couple of example documents are made available for review and consideration to enable the web team to make a recommendation as to the best placement for these on the web. It was flagged that it should be kept in mind that these documents are intended for learners.	16/12/2021	[redacted]	10/03/2022	<p>17/12/21 - [redacted] confirmed that the QD Editorial team have sent on example documents to the web team. Update to be provided from [redacted] at the next Assessment Resources Project Team meeting (13/01/2022).</p> <p>13/01/22 - Discussions took place at the Assessment Resources Project Team meeting regarding the most appropriate place to publish the Scenario 2 revision support for learners documents. [redacted] recommended that these are placed on the subject web pages (as opposed to the learner pages). It was also suggested that links to the support for learners documents (on the subject webpages) are included on the relevant past paper landing pages. Furthermore, it was confirmed that it has been agreed that a sample of the revision support for learners documents will be presented to the Learner Panel for comment and as such, it was proposed that feedback is also sought from the Learner Panel at this time as to where the most appropriate place for these documents would be. [redacted] confirmed that the next Learner Panel meeting is scheduled to take place on 25/01/22 and therefore, discussions (with [redacted] and [redacted]) are required to confirm whether these items will all be presented at this meeting or circulated virtually in the meantime. Meeting to discuss this further is scheduled to take place on 18/01/22.</p> <p>18/01/22 - Meeting took place as planned between a subgroup of the Assessment Resources Project team, [redacted] and [redacted]. It was agreed that a separate Learner Panel meeting should be set up over the next week or two to consider the Scenario 2 points of note. Update to be provided in due course.</p> <p>27/01/22 - It was confirmed that a Learner Panel Subgroup is being organised for next week (date and time TBC). Once known a further meeting will be arranged between a subgroup of the Assessment Resources Project team members, [redacted] and [redacted].</p> <p>10/02/22 - It was confirmed that a Learner Panel Subgroup meeting took place yesterday (09/02/22). [redacted] noted the following: <i>The feedback we received was positive: They liked the layout and format of the documents It seemed clear and easy to follow They felt the resource will be a benefit to them They expect the resources to be used by their teachers to shape revision guidance in class and for teachers to talk them through it Following that, they will use the resources personally as part of their own exam study/prep They would like a central hub of info for each subject (modifications, revision support, BBC bitesize links, past papers etc) so it's easy to access A lot of discussion about having an integrated App for everything related to exams They will access the resource on their phones or tablets rather than a laptop or PC'</i> Consequently, it was agreed that a further meeting of the Assessment Resources subgroup is not required with [redacted] and [redacted]. However, it was noted that it might be useful for [redacted] to meet with them both instead to discuss in more detail the placement of the revision support for learners documents on the website and the hub of information proposed above. Update to be provided in due course.</p> <p>24/02/22 - It was confirmed that links to the Scenario 2 revision support for learners documents will be added to UShare for learners; PDFs will still be published on the subject webpages for teachers. It is hoped that this will allow for the promotion of UShare to learners. QD Editorial colleagues flagged that for 6 subjects/9 courses there will be three links as some courses will have Scenario 2 revision support for learners documents, 2021 Question Papers and MIs. Therefore, it is important that consideration is given to the explanatory text which will need to accompany these links on UShare regarding this. In relation to this, it was suggested that the feedback from the Learner Panel Subgroup is circulated via the QDD Update for staff info; [redacted] to pass this on to [redacted].</p>	Open
10	12.4.2 Discussions took place regarding whether the publication of the Scenario 2 2022 revision support for learners documents will be over a publication window or not. It was flagged that it is important that in the main, publication is coordinated for equity purposes. It should be noted that, as per the plan, it is anticipated that publication of all documents will take place on the same day; however, it is appreciated that this approach may need to be reviewed/considered in the new year.	16/12/2021	All [redacted]	10/02/2022	<p>06/01/22 - The approach to publication of the 'revision support for learners' documents has been added as an agenda item for the next Assessment Resources Project Team meeting (13/01/2022).</p> <p>13/01/22 - Assessment Resources Project Team members discussed this and agreed that at present, the preference is to continue with the planned approach of publishing all Scenario 2 revision support for learners documents on the same day. This is considered to be feasible, however web team requested advance notice of documents to enable this publication to happen smoothly. As such, it is proposed that this action is now closed.</p> <p>27/01/22 - Assessment Resources Project Team members agreed that in light of the recent decision to ensure that all courses provide Scenario 2 revision support in some form, it would be helpful to leave this action open for now. As a result of this change in approach, it is anticipated that there will likely be a number of submissions (previously 25 'nones') out with the planned submission deadline of 31/01/22. As such, QPM are in the process of gathering these estimated submission dates and will make these available to relevant colleagues (QD Editorial team) in due course.</p> <p>03/02/22 - QPM confirmed estimated submission dates with Qualifications teams for those subjects which had not originally planned to provide any Scenario 2 revision support, and passed these schedule to QD Editorial colleagues.</p> <p>10/02/22 - Assessment Resources Project Team members agreed that this action can now be closed.</p>	Closed
11	13.3.2.1 Discussions took place regarding the inclusion of original modifications in the revision support for learners documents (as per CoPGG discussions on 17/12/2021). Following on from a meeting of selected Assessment Resources Project Team members earlier in the week, it was confirmed that QD Editorial colleagues will query with QMs during the editing stage as to whether any appropriate/relevant details from the Modification Summary document should/need to be included in the Scenario 2 revision support for learners documents.	13/01/2022	QD Editorial team	31/01/2022	<p>27/01/22 - [redacted] confirmed that the QD Editorial Team have added the following standard line to the email template that is sent to QMs during the editing and checking stage: "As these are stand-alone documents, you should have included all subject specific information learners need for the 2022 exam, as they will not be expected to read the modification summary." As such, it was proposed that this action can now be closed.</p> <p>10/02/22 - Assessment Resources Project Team members agreed that this action can now be closed.</p>	Closed
12	13.3.2.2 In conjunction with action 13.3.2.1, it was agreed that any mismatches between Modification Summary documents and Scenario 2 revision support for learners documents identified during discussions between the QD Editorial team and Quals teams should be flagged with the comms team to enable them to develop comms responses (in case of enquiries).	13/01/2022	QD Editorial team/ Quals teams/ [redacted]	10/03/2022	<p>09/02/22 - [redacted] confirmed that to date, Editor and QM discussions during the draft editing stages have ensured that no mismatches have been identified in final drafts. Final update to be provided once all documents have been submitted.</p> <p>10/03/22 - QD Editorial colleagues [redacted] confirmed prior to the Assessment Resources Project Team meeting that, as per the previous update, no mismatches have been identified in final drafts. As such, it is proposed that this action is now closed.</p>	Open
13	13.3.4 Assessment Resources Project Team members discussed the creation of a potential summary table (to be published in advance of the Scenario 2 documents) detailing the type of revision support being produced for each subject (as per the categorisations listed in the master tracker). It was agreed that this is considered to be a useful deliverable as it will hopefully help to set external expectations. As such, it was confirmed that work should commence on this summary as soon as possible. It was also identified that as part of this table, text will have to be developed to accompany those subjects that are not providing any Scenario 2 revision support. Further consideration will have to be given to the rationales for these subjects.	13/01/2022	[redacted] Quals teams	01/02/2022	<p>24/01/22 - QPM pulled together an extract from the Scenario 2 tracker listing initial categorisations for each subject and circulated this to Quals teams on 18/01/22 for review and approval. As of 20/01/22, all QMs had revised or confirmed their categorisations; however, due to the refinements and new categories developed by some Quals teams, an additional review and sign off loop was required (email sent to Quals teams on 24/01/22 with a deadline of 26/01/22). 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. It has been flagged that these documents are likely to be submitted later than the original deadline date of 31/01/22 and therefore, QPM are in the process of gathering estimated submission dates and will inform relevant colleagues once these have been collated.</p> <p>27/01/22 - [redacted] presented a prototype of the draft summary table which will be published on the website if Scenario 2 is invoked. Discussions took place regarding the inclusion of a link to the Modification Summary table in the introductory text; [redacted] to assist with the creation of appropriate wording to support this. It was also identified that there is a need for a high level sense check of the content of the Modification Summary table to ensure that it does not cause any confusion externally (ie references to information being published in August etc).</p> <p>01/02/22 - With Scenario 2 being invoked, a summary table was published on 01/02/22 detailing high level categories to describe the type of revision support that will be provided for each course (from 07/03/22). As such, it is proposed that this action is now closed.</p> <p>10/02/22 - Assessment Resources Project Team members agreed that this action can now be closed.</p>	Closed
14	14.6 QD Editorial colleagues [redacted] raised concerns regarding references to Course Specifications (which are not written for learners) within some recently submitted Scenario 2 revision support for learners documents. It was identified that up until this point, where necessary, the editors have attempted to pull extracts from the Course Specification and include these in the revision support documents. However, a number of documents (mainly for the Sciences) are referencing lengthy sections (up to 30pp) from the Course Specifications and so this approach is not suitable. It was agreed that link(s) to the Course Specification should only be included in revision support documents for longer sections if the extract cannot be pruned or summarised. It was flagged that this approach should be used by exception only. Assessment Resources Project team members requested that an update on this is provided at the next meeting.	27/01/2022	QD Editorial team/ Quals teams	10/03/2022	<p>09/02/22 - [redacted] confirmed that so far the QD Editorial team have been able to work with QMs and identify alternative options to linking to course specifications (such as rewriting that section, pasting in the full extract or using a summarised extract). Final update to be provided once all documents have been submitted.</p> <p>10/03/22 - QD Editorial colleagues [redacted] confirmed prior to the Assessment Resources Project Team meeting that, as per the previous update, the editors have been able to work with QMs and identify alternative options to linking to course specifications. As such, it is proposed that this action is now closed.</p>	Open
15	15.3 [redacted] presented an updated Scenario 2 plan highlighting the addition of retrospective activity in relation to the Scenario 2 summary table and also identifying new tasks which have been added for Gaelic Medium translations of the revision support for learners documents. It was noted that in light of the communications message published on 01/02/2022 invoking Scenario 2 (which stated that publication of the documents would take place from 07/03/22 onwards), some replanning of original tasks has also taken place (from an end of February publication date to publication on 07/03/22 for all documents). With the agreement of Assessment Resources Project Team members, this revised plan will now be reported on at the National Qualifications Programme Board from February onwards.	10/02/2022	N/A	N/A	<p>23/02/22 - Tasks from the revised Scenario 2 plan (both revised and retrospective activity) were reported on at the National Qualifications Programme Board meeting on 22/02/2022. As such, it is proposed that this action is now closed.</p> <p>24/02/22 - Assessment Resources Project Team members agreed that this action can now be closed.</p>	Closed
16	16.3 Assessment Resources Project Team members discussed the potential inclusion of 2021 QP resources in the Scenario 2 Revision Support for Learners documents and a number of outstanding issues regarding this. In particular the following was raised: - Whilst it has been agreed that AH requests to include 2021 QPs can proceed, QDMT have still to confirm the approach to be taken to N5 and Higher requests. It is anticipated that this will be discussed at the QDMT meeting tomorrow (25/02/22); decision should be shared as soon as possible as sign off is due to take place on Monday (28/02/22). - The rationale for this decision to be provided to comms team; QD Editorial colleagues to pass on the rationale that the team have currently been working with. - The title of the 2021 QPs should be confirmed ie should we ensure consistency with the title on the secure site or continue to refrain from referring to 'Question Papers' in comms messages.	24/02/2022	LMcGrath/ [redacted]	07/03/2022	<p>10/03/22 - QD Editorial colleagues [redacted] confirmed prior to the Assessment Resources Project Team meeting that only three courses ended up including the 2021 Question Paper resources (in some form) in the Revision Support for Learners documents, namely: AH Computing Science, AH Design and Manufacture and AH Health and Food Technology. As such, it is proposed that this action is now closed.</p>	Open

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18	16.6	Discussions took place regarding whether a message is required to be added to the subject webpages of those courses that do not have Question Papers and as such, do not have Scenario 2 revision support for learners documents. Feedback from Assessment Resources Project team members regarding the usefulness of this was mixed; however, it was agreed that since this information is covered in the Scenario 2 Summary table and the FAQs that there is not a need for this.	24/02/2022	N/A	N/A	For noting.	Complete
19	17.1	In light of feedback received post-publication, discussions took place with a subgroup of the Assessment Resources Project Team regarding the inclusion of the original 2021/22 modifications in the Scenario 2 revision support for learners documents. Further discussions are required to take place between the Customer Communications Team, QD Editorial Team and QPM in relation to this. Update to be provided at the next Assessment Resources Project Team meeting.	10/03/2022		24/03/2022	<p>15/03/22 - Qualifications Teams and QD Editorial Team have updated the Scenario 2 revision support for learners documents to make it clearer for learners, parents and carers how each course assessment has been modified to date so that there is a clearer picture of the significant support that is available through both the modifications and revision support. This has been done via the inclusion of a front page to all revision support for learners documents detailing information regarding the original modification for session 21/22. The standard introductory wording included is as follows -</p> <p><i>'Due to the disruption to learning caused by the COVID-19 pandemic, we made modifications at the start of the academic year. This helped reduce the volume of assessment and provide more time for learning and teaching, while maintaining the integrity and credibility of the qualifications. The type of revision support provided in this document is dependent on the level of modifications that were made to your course assessment at the start of the year. For example, extensive modifications made at the start of academic year 2021-22, such as identifying content that would or would not be assessed, and/or removing parts of an exam paper, limit the amount of additional revision support that can be provided without undermining the integrity and credibility of the qualification. However, for every course the modifications and revision support together provide you with a significant package of help. The type of modification(s) and revision support for this course are summarised below: (followed by summary table detail published on 01/02/22).'</i></p> <p>Some Qualifications Teams have also taken the opportunity to make clarifications and minor changes to the content in a small number of the revision support documents covering:</p> <ul style="list-style-type: none"> • Higher Biology • Higher Business Management • National 5 Computing Science • Higher Computing Science • National 5 Economics • National 5 History (including Gaelic translation) • Advanced Higher German • Higher Graphic Communication • Advanced Higher Graphic Communication • Higher Latin • Higher Mathematics (including Gaelic translation) <p><i>These materials are being updated on a rolling basis from 11/03/22 and it is intended that these will be completed by early this week.</i></p>	Open