



Roles and Responsibilities for Appeals 2022

The purpose of Appeals 2022 is to provide centres and learners with the opportunity to review an SQA National Course grade whenever a learner has not achieved the expected result for the externally-assessed components of their course. Appeals must be based on valid and reliable evidence of demonstrated attainment against National Standards, which will be reviewed by SQA senior appointees. The evidence available must have been authentically generated through planned assessment, and will have been used to inform the estimates submitted to SQA.

SQA's role

Pre-certification

- ◆ Provide advice and guidance to all centres on the Appeals 2022 timescales, process and evidence requirements, including checklists to assist with organising such evidence.
- ◆ Provide guidance and re-assurance to learners, parents and carers on the Appeals 2022 service and process.
- ◆ Recruit senior appointees for each subject and level to review learner evidence.

Post-certification

- ◆ Provide centres with a service which will allow them to view the results of learners who have not achieved their estimated grades, as well as the results of those learners who have submitted a request of appeal directly to SQA.
- ◆ Receive and confirm the final number of appeals with centres.
- ◆ Train and deploy senior appointees for each subject and level to ensure judgements made are reliable and fair for all learners.
- ◆ Where senior appointee activities are necessary during employers' time, SQA will provide release compensation at the normal rate.
- ◆ Gather evidence from centres and organise review events by subject and level in priority order and according to the published timescales.
- ◆ Review the evidence presented for each learner against the assessment standards as defined in the course specifications. Learners will be awarded the higher of the two grades based on the two sources of evidence — firstly, the clerically-checked examination script together with the learner performance in any other components that were not assessed through examination, and secondly, the assessment evidence presented by the centre together with any other components that were not assessed through examination.
- ◆ Inform centres of the outcome of each review.
- ◆ Certify all learners whose grades are changed.

Centres' role

Pre-certification

- ◆ Conduct learner assessment.
- ◆ Judge and quality-assure evidence in line with each course specification and the associated guidance and exemplification.
- ◆ Determine estimates for all learners with reference to '[National Courses: guidance on evidence for estimates in session 2021–22](#)'.
- ◆ Inform all learners of their final estimated grades. *Discuss any queries with learners as required.

*Note: When communicating estimated grades to learners, it is helpful for learners to know that in the event of an appeal, their assessment evidence will be reviewed by SQA's senior appointees, who will make the final decision based on their experience of applying the National Standards. That grade may be different from the centre's estimated grade. Learners will be awarded the higher of the two grades based on the two sources of evidence — firstly, the clerically-checked examination script together with the learner performance in any other components that were not assessed through examination, and secondly, the assessment evidence presented by the centre together with any other components that were not assessed through examination.

Post-certification

- ◆ Consider the evidence base for estimates of learners identified by SQA as having not met their estimated grade, and check that it reflects the learners' completion of all parts of the course.
- ◆ Determine, in the professional view of the centre, those learners who have not performed to the standard expected and for whom there is convincing assessment evidence of a higher level of demonstrated attainment.
- ◆ Hold a discussion with those learners identified by SQA as not having achieved their estimated grade, ensuring there is clarity between the learner and centre on whether an appeal is being progressed. The learner has the final say as to whether an appeal should be submitted to SQA.
- ◆ Finalise the list of learners to present for review.
- ◆ Identify and validate those learners who require a priority review.
- ◆ Support the release of subject specialist appointees to carry out reviews.

For each learner presented for review:

- ◆ gather, organise, and submit previously marked assessment evidence for the relevant externally-assessed components of the course — following SQA requirements, checklists, and associated timescales for submission. Only evidence used to inform estimates will be considered and evidence generated after the date that estimates were submitted will not be accepted for review
- ◆ inform learners of the outcome of the review(s)

Learners' role

Pre-certification

- ◆ Engage with learning throughout the course and undertake associated assessments over the normal course of study, following advice and guidance provided by teachers and lecturers.
- ◆ Discuss any queries around estimated grades with teachers and lecturers.
- ◆ Engage positively with the SQA assessments for 2022, making the most of the opportunity to demonstrate the skills and knowledge for each course
- ◆ Ensure familiarity with the learner guidance on Appeals 2022 produced by SQA and understand the purpose and operation of the service.
- ◆ Understand that the assessment evidence, associated with the estimate, will be reviewed by SQA senior appointees, who will make the final determination of the grade based on their experience of applying the National Standards. That grade may be different from the centre's estimate. Learners will be awarded the higher of the two grades based on the two sources of evidence — firstly, the clerically-checked examination script together with the learner performance in any other components that were not assessed through examination, and secondly, the assessment evidence presented by the centre together with any other components that were not assessed through examination.

Post-certification

- ◆ Inform the centre as soon as possible of any concerns whenever course results are believed to not match estimated or expected performance.
- ◆ Discuss the discrepancy between the estimated grade and performance in the course assessment with teachers/lecturers or centre staff to determine whether the estimated grade and supporting evidence support an Appeals 2022 request.
- ◆ Confirm with the centre whether agreement is given to submit alternative evidence for review.

Note: eligible learners may submit an Appeals 2022 request directly to SQA (via the online portal) in advance of discussing it with their centre.

Local authorities'/SCIS's/Colleges' role

- ◆ Encourage and facilitate appropriate cover for the release of centre staff so that they may undertake appointee duties.