



Appeals 2022:

General information

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Notes

We use the term 'centre' throughout this document. Please understand 'centre' in this document as referring to schools, colleges and training providers.

We use the term 'head of centre' throughout this document, though in some centres it may be more appropriate for a senior member of staff to undertake the actions required. Please understand 'head of centre' in this document as meaning 'the head of centre or their delegate'. Any delegate acting on the head of centre's behalf must have explicit permission from the head of centre to do so.

We use the term 'working day' throughout this document. Understand 'working day' in this document as referring to Monday to Friday (excluding local or national bank holidays).

This document should be read in conjunction with [*Roles and Responsibilities for Appeals 2022*](#) and is for informational purposes only.

What is the Appeals 2022 service?

The purpose of Appeals 2022 is to provide learners and centres 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. This evidence will be reviewed by SQA senior appointees — practising teachers and lecturers. The evidence must have been authentically generated through planned assessment and will have been used to inform the estimates submitted to SQA.

Appeals 2022 is free of charge and will be open for learners or their representatives to appeal directly to SQA, or through their school, college or training provider (centre) on Tuesday 9 August.

Learners will be awarded the higher of two grades, based on either:

- ◆ a clerical check of their SQA assessments — exam script and/or coursework, or
- ◆ a review by SQA senior appointees of the assessment evidence submitted by their centre, also taking into account their performance in any required coursework

Grades can go up or stay the same. There is a very small chance that a grade could also go down, but this would only be in the event of a clerical check identifying an error that reduces the original certificated grade, **and** the centre evidence not supporting the original certificated grade.

Key dates

Priority appeals	Dates
Appeals 2022 Learner Direct service opens to learners.	9 August 2022
Appeals 2022 service opens to centres on SQA Connect.	9 August 2022
Deadline for submitting priority appeals via Learner Direct.	16 August 2022
Centre deadline for submitting priority appeals via SQA Connect.	19 August 2022
SQA issues results for priority appeals to centres.	5 September 2022
SQA confirms outcomes to UCAS.	6 September 2022
Replacement certificates issued to learners.	mid-November 2022 [†]

Non-priority appeals	Dates
Appeals 2022 Learner Direct service opens to learners.	9 August 2022
Appeals 2022 service opens to centres on SQA Connect.	9 August 2022
Deadline for submitting non-priority appeals via Learner Direct.	30 August 2022
Centre deadline for submitting non-priority appeals via SQA.	2 September 2022
SQA issues results for non-priority appeals.	By end of October 2022 [†]
Replacement certificates issued to learners.	mid-November 2022 [†]

†It may be necessary to change these dates, depending on the volume of appeals we receive. We will keep centres informed if this happens.

Who is eligible for the Appeals 2022 service?

To be eligible for the Appeals 2022 service for a subject/level, learners must meet the following criteria:

- ◆ The learner's estimate is higher than their certificated grade — for example, the learner's exam result is a grade C, but their estimate was a grade B.
- ◆ The learner's centre has submitted an estimate to SQA for that subject and level. Estimated bands of zero or blank will not be eligible.
- ◆ The learner must have taken and/or submitted all coursework and formal assessments, including exams.
- ◆ At least one component of the course assessment must be marked by SQA. Courses that are wholly internally assessed are not eligible for appeals.

Learners who have been through the Examination Exceptional Circumstances Consideration Service (EECCS) are excluded from the Appeals 2022 service for the same qualification. This is because the EECCS includes a review, by SQA senior appointees, of the assessment evidence submitted by their centre, and also takes into account the learner's performance in any required coursework.

Priority appeals

A priority appeals service will operate for learners requiring the outcome of an appeal for immediate progression to university, college, training or employment. The outcomes of these appeals will be released in time for the UCAS deadline.

Note the dates for this service — the deadline for learners to submit a priority appeal directly is 16 August, and the centre deadline is 19 August. SQA will confirm outcomes to centres by 5 September, and will notify UCAS by 6 September.

All priority appeals must be validated by a learner's centre.

When submitting a priority appeal request, centres must also be able to provide contact details for the university, college, or place of employment that requires the grade information. The UCAS Adviser Portal provides real-time applicant status data and can help centres identify learners with conditional places before August certification. Centres should not submit a priority appeal until they have ensured it meets the required criteria.

Which qualifications are eligible for appeals?

All National Courses at National 5, Higher and Advanced Higher are eligible, with the exception of the following (which are wholly internally assessed):

- ◆ National 5 Practical Electronics
- ◆ National 5 Practical Metalworking
- ◆ National 5 Practical Woodworking

What needs to be considered before submitting a request?

For those learners who have not performed to the standard expected, centres should ensure that there is convincing assessment evidence of a higher level of demonstrated attainment. Centres should bear in mind aspects such as a high volume of variation between estimates and course awards in a subject — this may indicate issues around the accuracy of the original estimates. There is also the possibility that a discrepancy between an estimate and performance in the course assessment may be evidence of a learner's lesser ability to retain and integrate knowledge and skills independently or under exam conditions, particularly if the evidence has been gathered over time from class work.

Before submitting an appeal, centres should also:

- ◆ Consider the evidence base for estimates for 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 subject to modifications to assessment in place for session 2021–22.
- ◆ Speak with those learners expressing a desire to appeal or who have concerns with their certificated outcomes, ensuring there is clarity between the learner and centre on whether an appeal is being progressed.
- ◆ For those considering submitting an appeal, ensure learners have all the information required to make an informed choice as to whether to proceed with the appeal. For priority appeals, ensure that the reason for priority is validated.
- ◆ Remember that the learner has the final say as to whether an appeal should be submitted to SQA. Should a learner choose to not take part in an advisory conversation, or be unable to for any reason, the appeal must still be progressed if they have indicated that is their intention.
- ◆ Finalise the list of learners to present for review.

How does the Appeals 2022 service work?

There are two ways that an appeal can be submitted:

- ◆ Learners or their representatives can submit an appeal (for eligible subjects) via the Direct Learner appeals service. This is accessed via SQA's website.
- ◆ Centres can submit an appeal via the Appeals 2022 service, on behalf of their learners.

Appeals must be submitted and progressed, and digital evidence provided by centres, to the timescales set out in the key dates section.

The Appeals 2022 service deals with potential grade changes, not band point movements within a grade. If an upgrade is awarded based on the review by SQA appointees of alternative learner evidence, then the grade awarded will be at the lowest band point available; for example A2, B4 or C6.

Academic evidence

For each request, centres must provide alternative learner evidence for the course. SQA will consider a wide range of learner evidence. Evidence is most convincing where the assessment that generated it mirrors key aspects of the specific skills, knowledge and understanding requirements of the course. For further information, please see ['National Courses: guidance on evidence for estimates in session 2021–22'](#).

It is not necessary for centres to provide assessment evidence for every aspect of the course content. However, it is a requirement to provide alternative evidence for the skills, knowledge and understanding assessed in the question paper component.

Any externally-assessed coursework will be presented to SQA appointees — practising teachers and lecturers — for review. Coursework gathered over time is likely to be the learner's best work, and centres are not expected to provide alternative coursework evidence.

Centres do not need to present evidence for internally assessed course components for review.

Types of evidence

Prelims or mock exams are likely to be the most reliable indicator of performance in a question paper component. The most convincing examples of these will accurately predict attainment in the skills, knowledge, and understanding assessed by the question paper. They will be clearly aligned to the course specification, content, level of demand, and assessment conditions as exemplified in the specimen question papers and past papers.

The way in which prelim or mock question papers are produced can vary. They tend to fall into three main categories: centre produced papers; papers generated co-operatively by a group of centres; and commercially produced question papers. All of those have the potential to generate robust evidence for appeals. In all cases, the validity, reliability and security of the evidence should be checked before being submitted to SQA.

Centres generating their own prelims sometimes incorporate elements of SQA past papers. This can be a valid approach. Please note, though, that an **SQA past paper or specimen question paper in its entirety will not be accepted if it is the only evidence submitted**. These papers and their marking instructions are in the public domain and can be accessed by learners. The subject-specific **ACM 2021 Assessment Resources available on the SQA secure site cannot be used in their entirety as the only evidence to support appeal requests**. These resources are not secure and should be treated in the same way as SQA past papers or specimen question papers.

The following types of evidence might also be relevant for consideration:

- ◆ **Unit assessments or end of topic tests:** These are valuable assessments to check progress and inform next steps in teaching and learning. However, on their own they may lack sufficient integration, challenge, or application to be a robust academic evidence base, although centres could use them as supplementary evidence. For some National Courses, an integrative class test that samples skills, knowledge and understanding that are not covered in an early prelim can provide a useful formative exercise for learners, as well as additional evidence to support an appeal.
- ◆ **Classwork:** This may consist of a variety of naturally-occurring evidence types, produced under conditions that are different from those required for course assessment. Evidence of this kind is unlikely to form a strong evidence base on its own, but may supplement other evidence.
- ◆ **Performance:** In Dance, Drama, and Music, centres may enclose recorded centre evidence of a learner's practical performances with their evidence. Recording of candidate performances is not mandatory.

Please note that, for session 2021–22, the assessment requirements for National Courses have been modified in response to the COVID-19 pandemic. Please read the [National Course modification summary](#) on our website, which outlines the changes and final requirements for this session, in conjunction with the course specification. You can find these for each National Course on the subject pages of our website, under 'Course Information 2021–22'.

Evidence must have been authentically generated through planned assessment and will have been used to inform the estimates submitted to SQA. All academic evidence submitted by centres in support of a request must have been generated **before** the date of the timetabled examination.

It is essential that centres are confident in the authenticity of the learner's evidence they are providing for an appeal.

Submitting academic evidence

For each type of evidence, centres must submit the instrument of assessment and marking instructions, clearly showing how these have been applied, in line with national standards.

- ◆ **Instrument of assessment** — this is the mechanism by which the assessment has been conducted to demonstrate a learner's knowledge and/or skills.
- ◆ **Marking instructions or marking scheme** — for each type of evidence submitted, it is important that the marking scheme or marking instructions are provided to exemplify the standard for achievement within the centre, and to show how the learner evidence has been marked or measured. Marking instructions or a marking scheme normally indicate the number of marks each question or component of the task attracts and should also indicate acceptable answers or criteria for awarding marks.

Withdrawing an appeal

Learners can withdraw via the Learner Direct service, as long as their centre has **not** progressed their appeal to SQA, until:

- ◆ Priority appeals: Tuesday (11.59 pm) 16 August
- ◆ All other appeals: Tuesday (11.59 pm) 30 August

Appeals can be withdrawn by centres following consultation with learners via the Appeals 2022 service on SQA Connect until:

- ◆ Priority appeals: Friday (5 pm) 19 August
- ◆ All other appeals: Friday (5 pm) 2 September

Appeals cannot be withdrawn after the relevant submission window has passed.

How results are issued

See the key dates section for information on when outcomes will be released.

All outcomes will be released to centres, who will then inform learners. UCAS will be informed of the outcome of priority appeals.

Please note that component marks reports will not be updated/reissued following an appeal change of grade. No feedback on the appeal result will be provided.

By mid-November 2022, revised results will be updated on [MySQA](#) and certificates will be posted to learners. It may be necessary to change this date, depending on the volume of requests we receive. We will keep centres informed if this happens.

The grade awarded following the completion of appeals will be final, and there will be no further means to appeal the result.

Estimate amendment requests

Learners are not able to appeal their estimates with SQA. If a learner, or their representative, has concerns about their estimate, they should discuss these with their centre.

Centres are expected to have informed learners of their estimates and addressed any learner concerns. We would expect that any centre errors regarding estimates would have been corrected before the end of term in June 2022.

Centre acknowledges discrimination or failure to provide an assessment arrangement, which affected an estimate

If, after certification and following an internal investigation process, the centre or local authority acknowledges discrimination or a failure to provide assessment arrangements in line with SQA requirements, for assessments that contributed to the estimate, the head of centre should write to SQA. SQA expects such cases to be exceptionally rare.

The head of centre should provide the following details:

- ◆ Candidate name, SCN, date of birth
- ◆ Course title, course code and level
- ◆ Confirmation of one of the following:
 - the centre, or local authority, acknowledges discrimination or other unlawful conduct contrary to the Equality Act (2010)
 - discrimination or other unlawful conduct contrary to the Equality Act (2010) has been established by a court or other relevant body*
 - a centre, or local authority, acknowledges the centre was informed of a learner's disability prior to assessments taking place and failed to determine or verify the learner's need for assessment arrangements, as required by SQA guidance

or

- the centre, or local authority, acknowledges a failure to provide a pre-agreed assessment arrangement
- ◆ Confirmation that the estimate was affected by the issue acknowledged/established — if this is the case, a revised estimate should be provided where possible
- ◆ Confirmation that the learner consents to have evidence reviewed through the appeals process
- ◆ Provide information about the candidate's alternative evidence and whether it was affected by the issue acknowledged/established.

*For local authority schools and colleges overseen by the Scottish Public Services Ombudsman (SPSO), a complaint about discrimination that is upheld by the SPSO may be regarded as established.

The centre must inform SQA if the learner has a conditional offer at a college, university, or employment. All priority requests must be sent by 19 August 2022, and all non-priority requests by 2 September 2022.

SQA will endeavour to resolve priority requests by the UCAS deadline. However, as these are complex matters, it may not be possible to resolve all cases in this timeframe.

Requests to amend estimates on this basis will only be accepted if all the required information is provided. An SQA panel will review approved requests. The panel will confirm the appropriate action after this point:

- a) A review of learner evidence via normal academic appeals process is arranged.
- b) A review of learner evidence, specified by the panel to only include evidence not affected by the acknowledged/established issue, is arranged.

Exceptionally, if neither a) nor b) provide sufficient basis or evidence to fairly determine a grade, SQA may advise a centre to re-assess a candidate to produce new alternative academic evidence.

Where these actions are completed and do not lead to a grade change, or a re-assessment opportunity is refused by the learner, the process is concluded. SQA cannot decide a new result for the candidate unless there is sufficient evidence to justify the grade.

Contact us and further information

For support, and to answer questions regarding appeals or the information provided in this document, please visit the SQA website or contact your centre.