



Access to Scripts — trial project: Guidance

Introduction

This trial project is looking at the possibility of enabling access to marked scripts (question papers). The main purpose of the trial is to test how the service might work, gather information on how useful it would be for you, and use the feedback to inform how we might develop the service.

The service will be available to those schools taking part in the trial via SQA Connect from 8 August 2023. This guide will help you navigate the system and provide you with contact details if you need support or have feedback that you want to give us directly.

While we fully anticipate you sharing scripts with the relevant subject teachers and individual candidates, we ask that you limit this to only those in your school, and refrain from posting any information or photos relating to the scripts on social media channels.

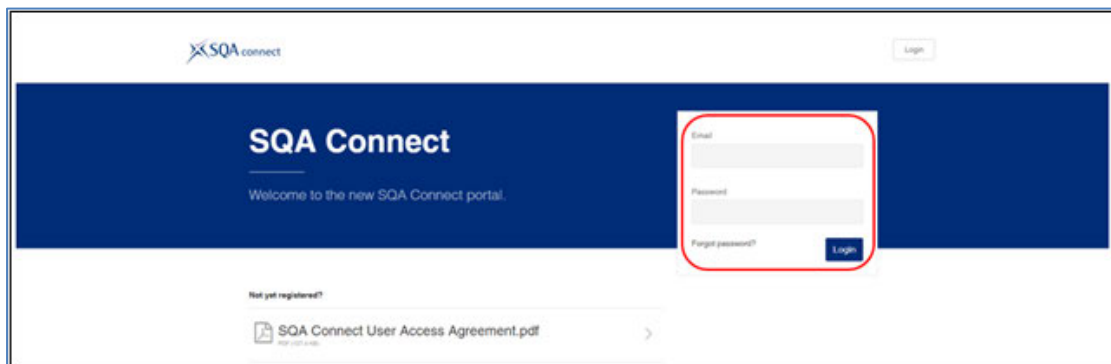
Key dates

Activity	Dates
Opening of the Access to Scripts service within SQA Connect	10.00 am on 8 August 2023
Closure of the Access to Scripts service within SQA Connect	5.30 pm on 1 September 2023
Feedback survey completion	8 September 2023
Teams meeting for feedback session	September/October 2023 – date to be confirmed

System user guide

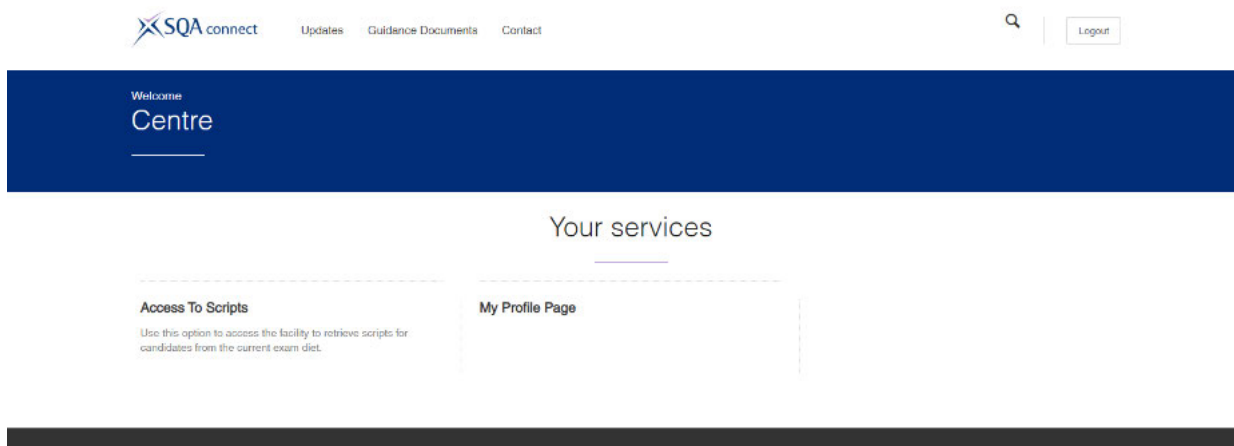
Step 1: Log in to SQA Connect

Follow this link: [REDACTED] and log in to your SQA Connect account. If you have any problems accessing your account, please email [REDACTED]



Step 2: Accessing the Access to Scripts service

Click on the 'Access to Scripts' tile, in the 'Your Services' section (this is the screen you should see immediately after logging in).



Step 3: Viewing subject and candidate lists

The next screen will provide you with three options:

1. Please select a subject. This will be Media (X848) and/or Geography (X833).
2. Please select a level. For example, National 5 — 75, or Higher — 76.
3. Please select a component number. Media will only show component 01, as it only has one question paper. Geography will show 01 and 02 as there are two question papers.

Each component question paper will be downloaded separately for each candidate.

Once all selections have been made, you can click 'Retrieve Candidates'.



Candidate Script Retrieval - Subject and Level Selection

5052132 - EA Secondary School Test37

Centre

5052132-EA Secondary Schoc

Geography - X833

Higher - 76

Please select component number

RETRIEVE CANDIDATES

RESET

01

02

Up to five candidates will appear on a page. Subsequent candidates can be viewed by selecting the following page(s) using the button at the bottom left of the screen.

Step 4: Filter options

To search for a specific candidate, you can use the 'sort' function or typable boxes at the top of the columns titled: Surname, Forename, SCN, DOB, Subject – Level, Component and Component Name. An image of the filter options can be seen below.



Candidate Script Retrieval - Subject and Level Selection

5010130 - EA Secondary School Test1

Media - X848

National 5 - 75

01

RETRIEVE CANDIDATES

RESET

There may be instances where a script is not available for download as it has been identified as an exception. If a script which you expect to see is not shown here, please contact SQA at liaison.team@sqa.org.uk

DOWNLOAD ALL

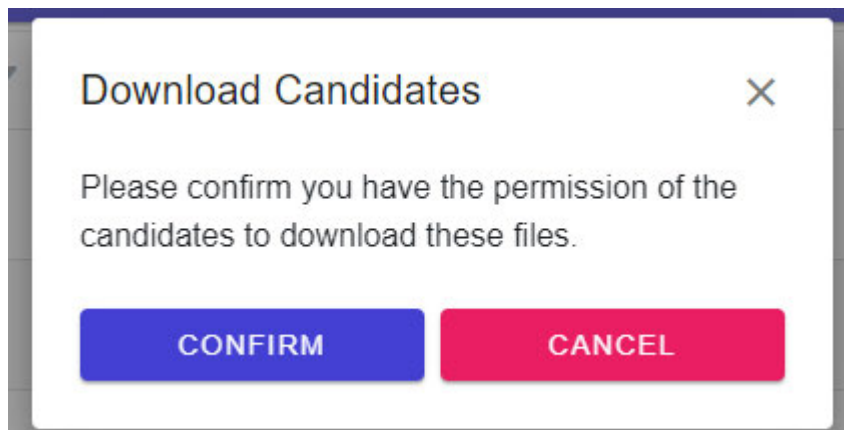
Surname	Forename	SCN	DOB	Subject - Level	Component Nu...	Component Name	Action
bell							
Bell	Chrissy	140009660	07/03/1999	Media - National 5	01	Question Paper	DOWNLO

Step 5: Downloading scripts

The service will enable you to download scripts for individual candidates or your full cohort for each subject.

You will be asked to confirm that you have the candidate's permission to download these files.

Please only select 'Confirm' if you have permission from the candidate. Otherwise, choose 'Cancel'.



The file will automatically start to download after you confirm permission.

This will be available as a PDF file and so can be saved and printed as required.

Next steps

The service will open on 8 August 2023 and close on 1 September 2023. During this time, we ask that you gather feedback on the value of having access to scripts. This includes feedback from class teachers and candidates as well as their parents/carers if appropriate. We will then collate it following an MS Teams workshop and questionnaire. We will use this information to explore how we may extend the service across all exam-based subjects and make it available to all centres delivering National Qualifications.

Get in touch

If you have any questions or need help with the system, please email us at [REDACTED] and a member of the team will call you back.

Frequently asked questions

Q1 How do I give SQA Connect access to other members of staff at my centre?

As an Administrator for your centre's account, you are responsible for creating accounts for any additional users that require access to Connect.

You can create new user accounts by following the steps below. You can also find these instructions in full in the **Account Management Guide** in the Users Guides section at top of the Connect page.

1. Select Maintain Centre Accounts
2. Create Centre User
3. Add User Details and select services and level required
4. Once details have been completed, select Create

Q2 I have forgotten my SQA Connect password

You can reset your password at the 'Forgot password?' link on the SQA Connect homepage. The link is valid for 30 minutes, so please click on it as soon as you receive it. Once you click on the link, it will ask for your username/email. This is **case sensitive** (and should be lower case). It will also ask for your centre number.

Your new password should contain at least 10 characters including the following:

- ◆ A lower case character
- ◆ An upper case character
- ◆ A non-alphabetical character, eg !, ? but not ;, \, /, £, \$, %
- ◆ A number (ie SQAConnect20!)

If you have any queries regarding SQA Connect, please contact our Customer Service team by telephone: [REDACTED] or email: [REDACTED].

Q3 Can I access the service after the closing date?

The service will close for all trial users on 1 September 2023. If you feel you would like to use the service after this date, please email [REDACTED] and a member of the team will call you back.

Q4 One (or more) of my candidates is not listed within the 'Candidate Script Retrieval' screen.

Where you expect a candidate to be listed and they are not, please check that the candidate has been entered for the correct course/level. If a candidate is withdrawn from a course, did not take the exam, or the script has been identified as having a sensitive nature, it will not appear on the candidate script retrieval screen. If you have queries about candidates, please email [REDACTED] and a member of the team will call you back.

Q5 I have difficulty viewing SQA Connect / I cannot see the 'Access to Scripts' tile on the My Services page of SQA Connect.

If you do not see this option, please email [REDACTED] and a member of the team will contact you.