



Balerno High School

Guidance on change of SQA Presentation



Change of presentation for National Qualifications

To ensure there is a strategic and clear process for changing course level there is a specific form which will allow all staff to record the support that has been in place and note their recommendations.

The form will not be shared with parents/carers.

The forms will then allow PSLs/SfL/House Head's to have a strategic overview of what is best for the pupil going forward with decisions being made by this team along with CLs.

Step 1:

To be completed by the class teacher

- Form is available on Change of presentation level channel on BAL-Staff
- Note evidenced working grade (WG to include all aspects of coursework including key assessments)
- Give recommendation – proposed level change or withdrawal
- Using the table provided indicate the support provided with any detail which may be relevant or beneficial to share
- Sign and date form and pass to CL – This form can be digital/paper at this stage

Step 2:

To be completed by the Curriculum Leader:

- CL will undertake an interview if this hasn't already taken place by class teacher or if appropriate
- Establish what previous contact has been made with home to share concerns. E-mails/phone calls/ referrals, noting details on the form
- Note freestanding unit codes already achieved
- Discussion at consultation evening if it has taken place
- Recommend for mentoring if appropriate
- CL to bring forms to DHT link meeting for discussion
- CL to sign and date step 2 of form

Step 3:

To be completed by the CLs

- CL to complete section 3 of form:
 - Level of presentation/units
 - Subject/unit codes
 - Withdrawal
- CL to contact home to discuss changes after joint decision by CL and DHT link or/
- Arrange for class teacher to discuss agreement from parent/carers at Consultation evening if appropriate
- Sign and date form and pass to DHT link

Step 4:

To be completed by DHT link:

- Once approval has been agreed, DHT link should log the change on spreadsheet
- Sign the form for approval and pass to SQA co-ordinator

Step 5:

To be completed by the SQA Co-ordinator and SQA Admin Support:

- SEEMiS will be updated
- Dated and signed copies of the form will be returned to:
 - CL
 - PSL
 - SQA Admin Support

2022-23 Timeline for Change of course level for National Qualifications

Timeline	Actions
December	Complete N5/Higher Assessments
January	S4/5/6 Consultation Evenings to follow up and discuss next steps. (Step 1/2 of change of presentation forms to be completed in advance for approval if appropriate.) Communication with home for pupils on the cusp of achieving a course award at grade D or better. Complete AH Assessments N5/H Change of level forms submitted by 31.01.23
February	AH – change of presentation forms to be completed Communication with home for pupils on the cusp of achieving a course award at grade D or better S4-S6 TR2 completed by staff with WG AH change of level forms submitted by 24.02.23
March	S4-6 TR2 report issued 02.03.23 SQA individual timetables begins on 06.03.23 Final estimate report to include SQA estimate for N5/H/AH courses on Seemis. Estimate report issued to parents 28.03.22