

## Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 27 March 2024.



Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided (Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)	Target date for completion by awarding body <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 7 and 9	GQA is not following its own processes for document control, with some documents in SharePoint and on GQA's website uncontrolled and/or past the review date. GQA's SharePoint contains documents with incorrect or out-of-date information. The Document Amendment and Document Control Registers are not up to	Low	<p><b>Action:</b> All documentation on SharePoint to be reviewed and amended/replaced/updated.</p> <p><b>Evidence to be submitted to SQA Accreditation:</b> Up to date Document Amendment and Document Control Registers to be uploaded to SharePoint and samples of amended documentation to be submitted to SQA Accreditation.</p>	30/04/24	

<sup>1</sup> If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

<sup>2</sup> Issues can only be closed once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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	date. Principles in SharePoint do not have the correct documentation assigned to them and appear to be aligned to <i>SQA Accreditation Regulatory Principles (2014)</i> rather than <i>SQA Accreditation Regulatory Principles (2021)</i> .				
2. Principle 7, 9 and 17	A review of GQA's Appeals and Enquiry About Results Policy - V9 (issue date 01/07/20) noted no appropriate reference that SQA Accreditation is unable to overturn assessment decisions or academic judgements.	Low	<p><b>Action:</b> GQA's Appeals and Enquiry About Results Policy will be updated to reference that SQA Accreditation is unable to overturn assessment decisions or academic judgements.</p> <p><b>Evidence to be submitted to SQA Accreditation:</b>  Updated Policy to be uploaded to SharePoint and sent to SQA Accreditation.</p>	30/04/24	10/4/2024

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3. Principle 7, 9 and 18	A review of GQA's Adverse Effects, Malpractice and Maladministration Policy – V14 (issue date 05/10/23) noted no appropriate reference that the awarding body must inform SQA Accreditation when any actual or suspected cases of malpractice and/or maladministration are identified.	Low	<p><b>Action:</b> GQA's Adverse Effects, Malpractice and Maladministration Policy will be updated to reference that the awarding body must inform SQA Accreditation when any actual or suspected cases of malpractice and/or maladministration are identified</p> <p><b>Evidence to be submitted to SQA Accreditation:</b>  Updated Policy to be uploaded to SharePoint and sent to SQA Accreditation..</p>	30/04/24	

Action Plan approved by ACG on Wednesday 10 April 2024