

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 19 October 2017:

| 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 ¹ | Date Issue closed out by SQA Accreditation ² |
|----------------|--|-------------|---|--|---|
| 1. Principle 1 | There was no evidence to demonstrate that the awarding body is proactive in capturing potential conflicts of interest as outlined in the <i>Examinations Conflict of Interest Policy</i> . The policy states staff involved in examinations are required to sign an annual declaration and declare any potential conflicts upfront in order to | Low | (i) RAD will forward to SQA Accreditation examples of annual declarations signed by staff involved in examination results processing. (ii) RAD will create a log for recording specific instances of conflicts of interest and send this to SQA Accreditation. We will then start recording instances of conflicts of interest in the log. | 31 Jan 2018 | 30/1/2018 |

¹ 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.

² Issues can only be closed out 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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|--------------|--|-------------|--|--|---|
| | <p>mitigate any actual conflicts occurring. On the day of the audit the Accreditation Auditors were not provided with evidence of any signed declarations for examinations staff.</p> <p>Furthermore, where a conflict of interest arises, the information is captured in isolation and the awarding body is therefore unable to have an overview of the conflict of interests that are potentially re-occurring or potentially involving same individuals. Therefore a lack of oversight also exists.</p> | | | | |

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|-----------------|--|-------------|--|--|---|
| 2. Principle 10 | The Accreditation Auditors are of the opinion that there is a lack of sufficient oversight relating to examination venues. Firstly, in terms of monitoring closely the quality of venues, and secondly in centrally recording where issues are identified within the <i>Examiner Tour Quality Assurance Assessment</i> report in order to manage any trends occurring. | Low | <p>(i) RAD will forward to SQA Accreditation the Studio Issue Log which details concerns raised by examiners about the quality of examination venues.</p> <p>(ii) RAD will forward to SQA Accreditation a template letter to be sent to teachers where concerns have been raised about an examination venue on two separate occasions by examiners.</p> <p>(iii) RAD will outline the processes involved in monitoring the quality of examination venues in a Policy and Procedures document and will provide this to SQA Accreditation.</p> | 31 Jan 2018 | 30/1/2018 |

Action Plan approved by ACG on 18 October 2017