



## ASSESSMENT CALENDAR 2016/17

**SQA – NOV 7<sup>th</sup>** – ALL PUPILS MUST BE SET AT APPROPRIATE LEVELS FOR CERTIFICATION.

DEPARTMENT  All levels checked and recorded by PT and submitted to GK

**SQA – DEC 5<sup>th</sup>** – FIRST ROUND OF VERIFICATION DETAILS ISSUED

DEPARTMENT  Dept. meeting with markers and internal verifiers to look at Unit 1

**SQA – MAR 13<sup>th</sup>** – SECOND ROUND OF VERIFICATION DETAILS ISSUED

DEPARTMENT  Dept. meeting with markers and internal verifiers to look at Unit 2

**SQA – MAR 22<sup>nd</sup>** – PUPILS LEVELS FINALISED – CANNOT BE CHANGED AFTER THIS DATE

DEPARTMENT  Dept. to submit all level changes to PT.

**SQA – MAR 27<sup>th</sup>** – UPLIFT OF ALL EXTERNALLY ASSESSED COURSE MATERIALS (N5)

DEPARTMENT  All EAC materials submitted and checked by PT

**SQA – MAR 31<sup>st</sup>** – UNIT 1 INFO RECORDED ON SEEMIS AFTER INTERNAL VERIFICATION

DEPARTMENT  Internal verification complete

**SQA – APR 24<sup>th</sup>** – UPLIFT OF ALL EXTERNALLY ASSESSED COURSEWORK (HIGHER)

DEPARTMENT  All EAC materials submitted and checked by PT

**SQA – APR 26<sup>th</sup>** – SUBMISSION OF ALL ESTIMATES

DEPARTMENT  All estimates recorded on SEEMIS and checked by PT

**SQA – MAY 4<sup>th</sup>** – Closing date for submission of internal assessment mark forms

DEPARTMENT  Department to hand sheets to PT for checking before submission

**SQA – MAY 5<sup>th</sup>** – ALL UNIT INFO RECORDED ON SEEMIS AFTER INTERNAL VERIFICATION

DEPARTMENT  Internal verification complete and units marked.  
Pupils who have failed left blank to be amended by  
GK at a later date.



TO ENSURE CERTIFICATION IN AUGUST ALL STAFF AND PUPILS  
HAVE A RESPONSIBILITY TO ADHERE TO ALL ABOVE DEADLINES.  
LATE SUBMISSION WILL NOT BE CONSIDERED.

