Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 19 February 2020.

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. Principles 10 and 6	During the multiple-choice assessment, learners were not seated in a classroom-style arrangement or with adequate space between each learner, contravening awarding body instructions and potentially compromising the integrity of the assessment. Additionally, the relevant awarding body documents do not give clear definitions of 'classroom-style' or 'adequate space'.	High	Instructions on suitable classroom facility to be included on awarding body guidance for approved delivery centres. ASQ to add reminders to External Verifier quality assurance documents to ensure seating arrangements comply with revised requirements, in addition to emailing External Verifiers to reinforce this requirement.	Feb 28 2020	26/2/2020

[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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			Evidence: Guidelines for assessment sites – ASQ MCQ assessments (H8) Guidelines for Invigilators - ASQ MCQ assessments (H7) Centre Facilities Verification (H10d) Email to External Verifiers		

Action Plan approved by ACG on 26 February 2020