

SCOTTISH QUALIFICATIONS AUTHORITY CONTRACTS OPERATIONS



SCRIPT CHECK FORM

Complete in **BLOCK CAPITALS**.

SECTION 1 - Personal Details

Forename(s)

Surname

Date of Birth

Day

Month

Year

Candidate Number

Address

Telephone Number

Email Address

SECTION 2 - Examination information (e.g., 040-31 - Applied Mechanics - 03/03/2010, SQA)

SQA will carry out an **administrative check** on your workbook, which is an arithmetical check of the marks awarded. The workbook is **not re-marked** (see Notes on page 2).

Subject Number

Subject Title

-

College of Examination

Exam Date

Day

Month

Year

SECTION 3 - Payment Information and Signature

Signature

Date

PLEASE RETURN COMPLETED FORMS TO:

SQA, CONTRACT OPERATIONS - MCA TEAM, 4TH FLOOR, THE OPTIMA BUILDING, 58 ROBERTSON STREET, GLASGOW, G2 8DQ.

TELEPHONE NUMBER: 0345 213 5976 or 0141 500 5976

E-MAIL TO: mca@sqa.org.uk

Please make payment via bank transfer to the SQA's bank account or contact the MCA team on the telephone number below to arrange payment by credit or debit card. **(Please note that we only accept card payments by Visa, Mastercard, Visa Debit and Maestro. Please see account details for bank transfers on separate attachment.)**

Notes of Guidance

Appeals relating to the standard and/or the content of an examination paper.

Any appeal relating to the standard or content of an examination paper should be referred to IAMI for transmission to SQA/MCA. All such appeals must be made through the Head of Centre/Department or nominated deputy and must be received by SQA **within one month** of the examination.

Appeals against examination results.

Prior to their issue, all examination results are scrutinised and approved by an MCA Examiner. **The decision of the MCA Examiner is final.** It is possible for candidates to request an administrative check on their papers. A fee is charged for this service - this is refundable if an error is detected. The request for an administrative check must be received within **eight weeks** of the results being issued. Examination scripts are exempt from the Data Protection Act (2018) - Requests for access to personal data and will not be released under the terms of this Act.

Note: SQA is responsible only for the administration of examinations for and on behalf of the MCA and is therefore not able to comment on the marking or content of candidates' scripts.