

# Bannerman High School SQA CHANGE OF LEVEL



#### Presentation

The level of presentation will be determined by considering all the available information in consultation with student and parent/carer. Possible sources of information would be:

- Student progress
- Student application
- Course and Unit Assessment
- Student/Parent/Carer requests
- Teacher/Faculty advice

The Teacher/Faculty/School will recommend presentation for what is considered to be the best attainable outcome for each individual. This will be fully discussed with the young person/parent/carer and Pastoral Care teacher.

#### The changing of levels during the academic session

Where a pupil is not performing to the appropriate level, any change of presentation within both Nationals and Higher should be based on solid evidence to include performance in unit tests (where applicable), performance in graded or assessed class tasks/talks/productions or performances and homework records. Pupils should be counselled by PT/Faculty Head subject/PT Pastoral Care/Year Head and parents/carers **must** be involved in any discussions prior to a change in presentation level being made.

Arrangements to overtake internal unit tests at the "new" level should be explained and organised, giving pupils adequate time to revise for them. Where there is no hierarchy of units and a level change would necessitate too much additional alternative coursework to be completed, pupils should be advised to continue their present level and focus on obtaining individual unit awards.

However, in all cases a **CHANGE OF LEVEL REQUEST FORM** must be completed and processed. No change of levels will take place without this. The flowchart overleaf outlines the change of level process.

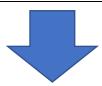


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#### STAGE 1 – PROFESSIONAL DIALOGUE/INTERVENTIONS

Where a pupil is not performing to the appropriate level, any change of presentation within both Nationals and Higher should be based on solid evidence to include performance in unit tests (where applicable), performance in graded or assessed class tasks/talks/productions or performances and homework records. Pupils should be counselled by PT/Faculty Head subject/PT Pastoral Care/Year Head and parents/carers <u>must</u> be involved in any discussions prior to a change in presentation level being made.



#### STAGE 2 - CHANGE AGREED & APPROVED

A change of level has been agreed with PT/Faculty Head, SLT, Pupil and Parent/Carer.



#### STAGE 3 – COMPLETE CHANGE OF LEVEL REQUEST FORM

- PT/Faculty Head complete the top section of **CHANGE OF LEVEL REQUEST FORM** or **CLASS PRESENTATION AMENDMENT FORM**. This should be signed/dated before being passed to the relevant Year Head (\$4/\$5/\$6).
- Year Head (S4/S5/S6) processes and completes the bottom section of the CHANGE
   OF LEVEL REQUEST FORM. Completed form(s) passed to DHT SQA.
- DHT SQA processes change of level request. L Hart/Office updates the system (SQA/Seemis) with appropriate level change.
- Copies of completed **CHANGE OF LEVEL REQUEST FORM** to:
- 1. L Hart (Office)
- 2. DHT SQA
- 3. PT/Faculty Head
- 4. Pastoral Care

Respect Responsibility



**Ambition** 



### **Bannerman High School**



### **CHANGE OF LEVEL FORM**

Name of P	Pupil: Tutor	Group:			
Faculty:					
Subject:					
From Level:	To Level:				
	ing subject altogether, please tick box (✓):				
	given for change:				
Parental lia (Letter / Ph	aison has taken place none Call):				
Please state if a pupil has passed one or more units at the level from which they are about to be moved:					
UNIT NAM	E/CODE	PASS/	FAIL		
UNIT NAM	E/CODE	PASS/	FAIL		
UNIT NAM	E/CODE —	- PASS/	FAIL		
Signature	of PT/Faculty Head:				
3.9.14(4)0	orr in addity ridad.				
	/6 as appropriate) Ye	es	No		
	/6 as appropriate) Ye	es .	No		
DHT (S4/5 Change ap	/6 as appropriate) Ye	es	No		
DHT (S4/5 Change ap	oproved:  Sed of classes to attend:	es	No		
DHT (S4/5 Change ap Pupil advis	oproved:  Sed of classes to attend:	Date	No		
DHT (S4/5 Change ap Pupil advis	below and pass on as appropriate  PT/Faculty Head passed to DHT				
DHT (S4/5 Change ap Pupil advis Column ch	below and pass on as appropriate				
DHT (S4/5 Change ap Pupil advis Column ch	below and pass on as appropriate  PT/Faculty Head passed to DHT (as appropriate).				

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Responsibility

Ambition





# Bannerman High School SQA CHANGE OF LEVEL



### **CLASS PRESENTATION AMENDMENT**

Signature	of PT/Faculty Head:		
DATE:			
DHT (S4/5	/6 as appropriate)	Yes	No
Change ap	pproved:		
Pupil advis	sed of classes to attend:		
Column change:			
Complete	below and pass on as appropria	te Date	Initial
Stage 1	PT/Faculty Head passed to DHT (as appropriate).		
Stage 2	DHT processed and passed to DF	IT SQA.	
Stage 3	DHT SQA processed /passed to o	ffice.	
Stage 4	Office process, copy/file and pass	a copy to	

