



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.

Respect

Responsibility

Ambition



Every child has the right to an education: UNCRC Article 28



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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 **must** 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 (S4/S5/S6).
- 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

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CHANGE OF LEVEL FORM



Name of Pupil:			Tutor Group:	
Faculty:				
Subject:				
From Level:		To Level:		
Or if dropping subject altogether, please tick box (✓):				

Reasons given for change:	
Parental liaison has taken place (Letter / Phone Call):	

Please state if a pupil has passed one or more units at the level from which they are about to be moved:

UNIT NAME/CODE _____ PASS/FAIL

UNIT NAME/CODE _____ PASS/FAIL

UNIT NAME/CODE _____ PASS/FAIL

Signature of PT/Faculty Head:	
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DHT (S4/5/6 as appropriate)

Change approved:

Yes

No

☐☐

Pupil advised of classes to attend:

☐☐

Column change:

☐☐

Complete below and pass on as appropriate

Date

Initial

Stage 1	PT/Faculty Head passed to DHT (as appropriate).		
Stage 2	DHT processed and passed to DHT SQA.		
Stage 3	DHT SQA processed /passed to office.		
Stage 4	Office process, copy/file and pass a copy to Pastoral Care.		

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SQA CHANGE OF LEVEL



CLASS PRESENTATION AMENDMENT

Signature of PT/Faculty Head:	
DATE:	

DHT (S4/5/6 as appropriate)

Change approved:

Yes

No

☐☐

Pupil advised of classes to attend:

☐☐

Column change:

☐☐

Complete below and pass on as appropriate

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Initial

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