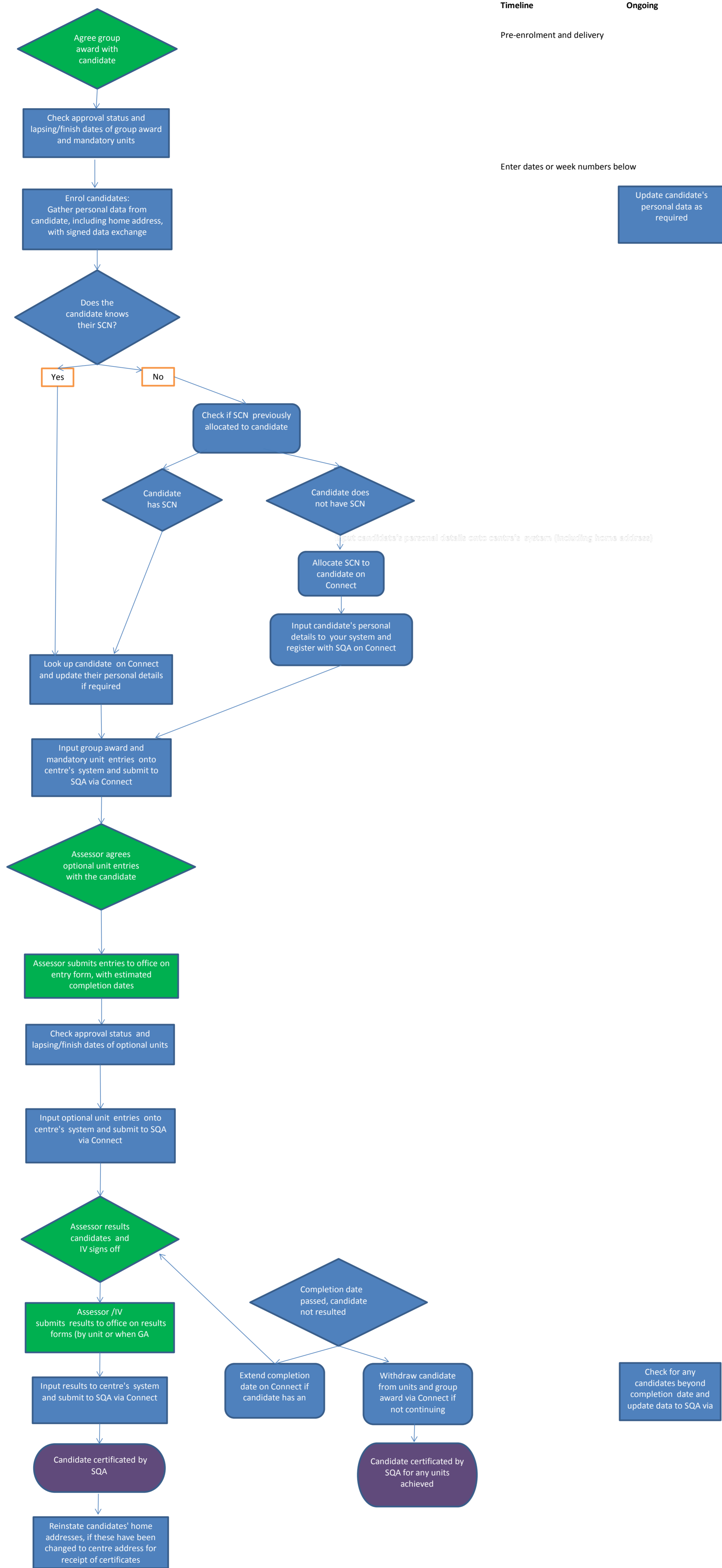


SQA Data Management Procedures for Centres (example, updated Aug 16)



Timeline Ongoing

Pre-enrolment and delivery

Enter dates or week numbers below

Update candidate's personal data as required

Check for any candidates beyond completion date and update data to SQA via

Key:

- Blue denotes tasks by office/data management staff
- Green denotes tasks by delivery staff (assessors, IVs)
- Purple denotes tasks by SQA