Scottish Qualifications Certificate (SQC)

Your SQC is a complete record of all the qualifications you gain from the Scottish Qualifications Authority (SQA) at school, college or elsewhere, during your life.

It does not include university degrees, or music and sports awards made by other bodies.

You get a new, up to date, SQC every time you get a new SQA qualification. It lists all the qualifications, units and courses you have ever passed.

SQA sends the certificate to your home address, so if you move, it's important that you tell them immediately. School candidates normally receive the certificate early in August.

What is the certificate like?

The certificate comes with a covering letter, both of which have special security features that make it difficult to copy or forge.

The letter shows your 9-digit Scottish Candidate Number (SCN) and gives SQA contact details in case you have any questions.

If you failed any of your exams the subjects will be listed in the Dialogue Box at the bottom of the letter. However, the units you achieved for the subject will be listed on your certificate.

The Scottish Qualifications certificate has three sections.

1. The Summary of Attainment

It lists every award, course and unit you have ever achieved to date, since 1995.

Information is listed in columns, detailing the qualification, grade, date obtained and the Scottish Credit and Qualifications Framework (SCQF) level of each. (The SCQF level shows how hard it is to achieve. See our articles on the SCQF framework for more information).

2. The Detailed Record of Attainment

This gives more detail about current qualifications you have gained. Anything listed on the summary page, which has this year's date will be explained in more detail here.

It lists courses, the units which make them up and grades or exam results. It shows the SCQF level for each and the number of SCQF credits for the units making up a course.

Note that for Highers, credit points for external assessment are awarded only at grades A, B and C, so if you got a grade D, you will not have any credit points for the external assessment.

3. The Profiles page

It shows two tables, listing your core skills profile and giving a summary of your SCQF profile.

The five core skills (Communication, Numeracy, Information and Communication Technology, Problem Solving and Working with Others) are built into many courses and units, but are not always at the same level as the course or unit. The highest possible level for a core skill is 6.

The SCQF profile shows the number of credit points you have gained at each level. You can see how you gained credit points this year by looking at your Detailed Record of Attainment pages.

When will I get my results and the certificate?

Results are available in early August. You can get your results by post or through MySQA, the SQA's email or text service.

To use the MySQA service, you have to register by a certain date, usually in July, and then activate your account by a second deadline. You register at http://www.mysqa.org.uk/.

Registration is really easy, but you will need your Scottish Candidate Number (SCN) and an email address. If you don't already have your SCN, ask your school or college what it is.

Your certificate should be delivered by first class post to your home address.

If it does not arrive, then you should contact your school or college at once. SQA sends results directly to them so they will be able to tell you your results. They will also get in touch with SQA to find out what has happened to your certificate.

IMPORTANT NOTE:

If you have a conditional offer for a place at university, your results will be posted directly to UCAS, as well as to your school or college.

What if I get a certificate I think is not complete?

If you think a course, or some units of a course you have done are missing from the certificate, or you think they are wrong, contact your school or college at once. If there is a problem they will sort it out with SQA.

SQA runs a dedicated support line every August, where you can get help if you have difficulty understanding the content or layout of your certificate. This number will be on the covering letter sent out with your results. This helpline must not be used to query your results – you must do that through your school or college.

How can I appeal?

Appeals are made through SQA's **Results Services**. This consists of two methods:

Exceptional Circumstances Consideration Service - if a school or college thinks that a candidate has suffered as a

result of exceptional circumstances (such as bereavement or illness), they can inform SQA and submit alternative evidence to be considered.

This should be made before the exam results are posted out in August.

Post Results Service - before the exams your school or college sends SQA an estimate of how they think you will do. If your result is not as good as expected, they can appeal to have your work looked at again.

What if I lose my certificate?

You should keep your certificate safe – you will need it when you apply for courses or jobs. But if you do lose it, you can get a copy from SQA, for a fee (£38 in 2018). You can buy it online from at the SQA website or by email request.

If you have further questions

Ask your school or college. The SQA website also has a booklet available online called 'Your Exams' which you can download.

Or you can phone the SQA Customer Contact Centre on 0345 279 1000 – they will ask for your name, address, date of birth and SCN.

For general information check the SQA website: http://www.sqa.org.uk/.