



ACCESSING SQA ENTRIES ON THE SCHOOL PORTAL

Go to the Portal login page at <https://www.3sys.tga.org.uk/SchoolPortal/Login> and log in with your email address and your password.

1. On the home page

If you have more than one child at the school, make sure you are accessing the right pupil's details by selecting their name from the drop-down menu at the top of the screen.

Click on **Academic** from the menu and then select **Public Exams**.

The screenshot shows the School Portal interface. At the top, there is a navigation bar with links for Home Page, My Details, Contact Us, Help, English, and Logout. A dropdown menu shows the name 'DOE, Jane'. Below this is a main menu with 'Academic' highlighted. A sub-menu is open under 'Academic', showing 'Assessments', 'Public Exams', and 'Calendar'. A 'Documents' button is visible on the right. Below the menu is a 'Latest Documents' section with a table of recent documents.

Actions	Date	Title
Q	19/08/2019	Guide to the School Portal - For Parents
Q	03/07/2019	Monitoring Assessments: Progress Tracking Guide
Q	03/07/2019	Senior School Reporting Schedule

2. On the Public Exams screen

Your child's SQA entries will display on the screen within a table. Please note non-SQA exams will not appear (this includes GCSE and AS Art examinations with AQA and some specialist Music examinations).

Public Exams

The screenshot shows a table of public exams. The table has columns for Actions, Subject, Exam Level, Awarding Organisation, Exam Code, Exam Series, Exam Description, Year, Mark, Grade, and Withdrawn. There are two rows of data for Biology and Chemistry. A 'Contact Us' button is located at the top right of the table area.

Summary	Actions	Subject	Exam Level	Awarding Organisation	Exam Code	Exam Series	Exam Description	Year	Mark	Grade	Withdrawn
	Q	Biology	77	Scottish Qualifications Authority	C80777	SQ	Biology	2019			<input type="checkbox"/>
	Q	Chemistry	77	Scottish Qualifications Authority	C81377	SQ	Chemistry	2019			<input type="checkbox"/>



Please note the following columns highlighted with a green arrow:

Subject – Denotes the academic subject

Exam Level – The code in this column corresponds to the course level.

77 – Advanced Higher

76 – Higher

75 – National 5

Year – This relates to the academic year the course is taken in. The current academic year started in August 2019; it is therefore shortened to 2019 on the system, even if the exams would have taken place in April-June 2020.

Withdrawn – If your child was previously enrolled in a course but has since withdrawn, the course will still be displayed in the table but the box in this column will be ticked.

If you spot any error or oversight, please click the '**contact us**' button at the top right of the table to send an email to Mr Tom Menzies, Examination Officer (t.menzies@tga.org.uk).

Contact Us ✕

Department:

Message Subject:

Your Message: