April 2018

Dear Parent/Carer

Please find below information regarding the SQA’s post results service.

**Post-results Service: policy and procedures**

This policy reflects the guidance offered by the Scottish Qualifications Authority in *Post-results Service — Guidance for Centres* (June 2017).

**Post-results Service**

As its name implies, this service runs after candidates have received their results which are issued on

**7 August 2018.** If Aberdeen Grammar School is concerned by a candidate’s result, it can request a clerical check and/or a marking review of the script. The ‘script’ is the name given to the candidate’s exam answer paper.

There is no consideration of ‘alternative evidence’ with this service. That is, Aberdeen Grammar School cannot submit evidence of candidate performance to justify its concern and no such evidence will be considered by SQA in making a determination.

**The check/review can lead to a change of grade either up or down**.

If the grade changes, then SQA will issue a new certificate to the candidate and no charge is made.

If the original grade remains unchanged, then Aberdeen Grammar School will be charged for this service.

**Clerical Check**

If Aberdeen Grammar School submits a request for a clerical check of a candidate’s exam script, SQA checks that:

* all parts of the script have been marked
* the marks given for each answer on the script have been totalled correctly
* the correct total/result was entered into the system for that script (the system evaluates all the results received in the different parts of the Course, in order to calculate the final grade)

Subjects that have been e-marked (where the marker views the scripts on a computer and enters marks) are not eligible for a clerical check. When a subject is e-marked, the clerical check process is carried out automatically prior to the result being issued.

Where a subject has components that are both traditionally marked and e-marked, only the traditionally marked component will be eligible for a clerical check.

Subjects that are e-marked are, however, eligible for the marking review process.

**Marking Review**

If Aberdeen Grammar School submits a request for a marking review of a candidate’s exam script, this will include:

* a clerical check (same as above)
* a review by a Senior Examiner of the marks that the candidate was given for each question and/or externally assessed component of the Course assessment, to check whether the original marking was in line with the national standard

**Criteria for Post-results clerical check or marking review**

Aberdeen Grammar School will submit a request if it holds clear and compelling evidence that there is a reasonable possibility that an error may have occurred with the marking or totalling of marks in a candidate’s script.

That is, the candidate’s final grade is markedly at odds with the totality of assessment evidence gathered during the year and out of line with the performance of other candidates with similar profiles.

It is not sufficient for a candidate’s final award to be below the level anticipated by any estimate submitted to SQA or that achieved in a mock examination. The expectation is that there will be compelling evidence from all aspects of assessment: class tests, Unit tests, coursework and any estimate exam. (An overview of assessment evidence is provided in the appendix to this policy.)

In particular, a clerical check and/or marking review will not be requested where:

* the candidate’s final award is in line with the estimate previously submitted to SQA by Aberdeen Grammar School
* the final award is within the same grade as that predicted by the assessment evidence held by Aberdeen Grammar School e.g. final award is a band 4 and the grade is a B, the school predicted grade was a 3
* the candidate’s performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced
* the candidate’s original estimate is found to be overly optimistic in the light of the actual performance of the cohort in the Course assessment

In general terms, Aberdeen Grammar School will submit a request when the assessment evidence is consistent and points to an award at least two bands above the final award.

Aberdeen Grammar School will submit requests only on the basis of assessment evidence.

It cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award. Neither can Aberdeen Grammar School agree to submit a request because the candidate or others have offered to pay any charges arising (see below).

A request cannot be submitted if the candidate has already been through the Exceptional Circumstances Consideration Service.

Further information about the SQA Results Services can be found at [www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)

Decisions about eligibility for the Post-results Service will be taken by Miss Murison, Head Teacher, based on advice by the relevant Faculty Principal Teacher and in conjunction with our SQA Co-ordinator, Mrs O’Rourke.

**Appeals**

If a candidate is dissatisfied with the decision taken by Aberdeen Grammar School then they can appeal. Such appeals must be submitted in writing at least seven working days prior to the end of the SQA submission window (see below). The appeal will be considered by Ms Murison or her nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

**Cohort review**

If Aberdeen Grammar School is concerned by the marking for a significant proportion of a class for one subject/level, it will request a marking review for a sample of the candidates’ exam scripts

**Submission of Post-results Service requests**

Only Aberdeen Grammar School can submit a request to SQA. Parents/carers and candidates **cannot** submit requests.

All requests must be submitted by **28 August 2018**. However, the closing date for priority marking review requests for candidates with a conditional offer at university or college is **17 August 2018**.

**Issuing of Results of Marking Review**

Results for Post-results Services requests will be sent electronically to the school on **27 August 2018** for priority marking reviews and **28 September 2018** for other marking review and clerical checks. Any revised certificates will be sent to candidates at the end of November 2018.

**Charges**

SQA charges for all Post-results Service requests where the candidate’s grade remains unchanged following the clerical check and/or marking review. SQA will charge Aberdeen Grammar School and Aberdeen Grammar School will meet the cost.

For 2018 Clerical check - £10, Marking Review - £29, Priority Marking Review - £39.75.

**Appendix to Post-results Service: policy and procedures**

**Assessment evidence**

We gather assessment evidence throughout the session to inform estimate bands. Four different types of assessment evidence are used: class tests, Unit tests (where applicable), coursework and estimate exams.

Class tests usually contain a range of question types, which sample key aspects of the Course and which replicate the demands of external assessment in terms of integration, challenge and application. They are also undertaken under ‘controlled conditions’. Therefore, the collective outcomes of class tests undertaken across the session can be a very good source of evidence.

Unit tests are generally set at minimum competence level at a level **below grade C** and do not of themselves offer evidence that a pupil can cope with the Course assessment. However, if they contain sufficient demands in terms of integration, challenge and application and the candidate performs well above the pass threshold, then they may provide useful additional evidence.

In some subjects, coursework undertaken under exam conditions is a natural part of the programme. This too can be useful.

**Estimate exams (internal exams)**

The purposes of these exams are to:

* provide clear evidence that the pupil can cope with the demands of the external assessment instruments
* contribute to the determination of the estimate grade which the school will send to SQA in advance of the external examinations

Performance in the estimate exam is not the sole source of evidence for estimates and cannot be the sole source of evidence for a Post-results Service submission as parts of the Course have not been covered at that point.

Yours sincerely

Alison Murison

Head Teacher