

Clydeview Academy SQA Post Results Service Policy

August 2017

This document reflects the guidance offered by the Scottish Qualifications Authority in Post-results Service (June 2015) — Guidance for Centres and the Association of Directors of Education in Scotland (ADES).

Post-results Service

As its name implies, this service runs after candidates have received their certificates. If Clydeview Academy 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, Clydeview Academy cannot submit evidence of candidate performance to justify its concern and no such evidence will be considered by SQA in making a determination.

Following a check/review, the grade/band awarded may **remain unchanged, go 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 Clydeview Academy will be charged for this service.

Clerical check

If Clydeview Academy 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 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.

Marking review

If Clydeview Academy 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

Clydeview Academy 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 mock exam. 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 Clydeview Academy
- the final award is within the same grade as that predicted by the assessment evidence held by Clydeview Academy
- 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

Clydeview Academy 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 Clydeview Academy 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 SQA Results Services can be found on the SQA website - <http://www.sqa.org.uk/sqa/65428.html>

Decisions about eligibility for the Post-results Service will be taken by the Head Teacher based on advice by the relevant Faculty Head/Principal Teacher and in conjunction with our SQA Co-ordinator.

Submission of Post-results Services requests

Only Clydeview Academy can submit a request to SQA. Parents and candidates cannot submit requests.

Clydeview Academy will submit Post Result Services requests on the basis of assessment evidence only. **Requests on compassionate grounds or whose parents offer to pay costs cannot be submitted.**

All requests must be submitted within the submission window publicised by SQA:

- 18th August 2017 for Priority Checks/Reviews (For conditional University/College offers)
- 29th August 2017 for all other Checks/Reviews.

By making a request the Head of Centre/SQA Co-ordinator confirms that:

- The school must obtain, holds and can provide to SQA, on request, the written consent of the candidate to submit the request to SQA.
- The candidate is aware that grades can be upgraded, unchanged or downgraded
- The school agrees to pay the applicable charge for the request if the Clerical Check or Marking Review request results in a grade being unchanged

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 Clydeview Academy directly and payments cannot be accepted from Parents/Carers.

Appeal

If a candidate is dissatisfied with the decision taken by Clydeview Academy, then they can appeal. Such appeals must be submitted in writing. The appeal will normally be considered by the Head Teacher and/or their nominee. Appeals will be considered on the criteria set out previously in this document and decisions will be final.

Further Information can be found of the SQA website - <http://www.sqa.org.uk/sqa/65428.html>

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