



Dear Parent/Carer,

At this point in the school year, there is important information about SQA examinations which we must share with you.

This year's SQA examination results will be sent to your child on Tuesday, August 4th. These results will arrive by first class post, and by text or e-mail if your child has registered for this service through *My SQA*. The closing date for signing-up to *My SQA* is Monday 13th July.

In 2014, SQA introduced two new Result Services which replace the appeals process, and as the new qualifications are rolled out, we wanted to take this opportunity to remind you how these new procedures work.

- **The Exceptional Circumstances Consideration Service** will operate throughout the examination period. If a pupil is unable to sit an exam, for very good reason, such as a family bereavement or serious illness, or if performance in an exam is badly affected by circumstances such as these, parents should contact the school immediately. Where exceptional circumstances have affected a pupil, the school will then put the pupil forward for Exceptional Circumstances Consideration. In such cases, the school will forward alternative evidence - a sample of the pupil's work – to SQA, to support the request for a qualification to be awarded. The award granted, however, may not be the same as that estimated by the school.
- **The Post-Results Service** may be used by schools where a pupil's grade is significantly different from that expected. Based on the evidence the school holds about the pupil's performance throughout the course, a school may request a clerical check and/or an SQA marking review. **The pupil must, however, give permission for this in writing.**
 - A clerical check is a check that all questions have been marked and all marks totalled correctly
 - A marking review is where an SQA senior examiner will review the marks awarded to each question to ensure that the original marking is in line with national standards: the work will not be re-marked.

Please note:

- the decision to ask for a marking review rests solely with the school
- as a result of a clerical check and/or marking review, the pupil's grade may stay the same or be amended up **or** down.

It is important that parents understand that the school will not be able to submit alternative evidence, like course work or prelim examination evidence, to support its request for a review. Decisions about the grade awarded will be made solely on the pupil's performance in the SQA examination.

The SQA has recognised that the Post-Results Service is a significant departure from previous practice and so have put in place more stringent checks of each markers' work to ensure that final results are as accurate as possible.

Should you have any questions about your child's results, when they arrive in August, you should contact (Miss Grant – Depute Rector) in the first instance. If the school decides to make a Results Service request for your child, (Miss Grant – Depute Rector) will advise you as to the steps that need to be taken.

Yours sincerely,

C Hunter
Rector