

## **Mearns Castle High School**

### **Post-results Service: Policy and Procedures 2015**

This policy reflects the guidance offered by the Scottish Qualifications Authority (SQA) in the document **National Qualifications Post-results Services: Information for Centres (June 2015)**.

#### **1. Post-results Service**

As the name implies, this service runs after candidates have received their SQA certificates. If Mearns Castle High 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 examination answer paper.

There is no consideration of 'alternative evidence' with this service. That is, Mearns Castle High 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 Mearns Castle High School will be charged for this service.

Written consent from the candidate will be required for any request submitted to the SQA Post-results service.

#### **2. Clerical Check**

If Mearns Castle High School submits a request for a clerical check of a candidate's examination 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; and
- 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 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.

### **3. Marking Review**

If Mearns Castle High School submits a request for a marking review of a candidate's script, this will include:

- a clerical check (same as above); and
- a review by a Senior Examiner of the marks that the candidate was given for each question and/or component in the examination paper, to check whether the original marking was in line with the national standard.

### **4. Criteria for Post-results Clerical Check or Marking Review**

Mearns Castle High 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 years 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 estimates submitted to the SQA or that achieved in a Prelim examination. The expectation is that there will be compelling evidence from all aspects of assessment including class tests, Unit tests, coursework and any Prelim examination (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 one or more of the following apply:

- the candidate has not passed one or more of the component Units of the course;
- the candidate's final award is in line with the estimate previously submitted to SQA by Mearns Castle High School;
- the final award is within the same grade as that predicted by the assessment evidence held by Mearns Castle High School;
- the candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced; and
- a disparity between estimates submitted by the centre (school) and actual candidate achievement for a class group indicates that Mearns Castle High School was unrealistic in determining estimates to meet national standards determined by SQA.

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

Mearns Castle High 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 upon a particular award. Neither can Mearns Castle High 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 Post-results Service can be found at <http://www.sqa.org.uk/resultsservices>

Decisions about eligibility for the Post-results Service will be taken by the Head Teacher based on advice by the relevant Principal Teacher or Head of Faculty and in conjunction with the SQA coordinator.

Candidates will be contacted in writing about whether or not a referral to the SQA Post-results Service is being made on their behalf and about the details of any referral. Thereafter candidates for whom a referral to the SQA Post-results Service has been made will also be contacted in writing with the result of the referral.

## **5. Appeals**

If a candidate is dissatisfied with the decision taken by Mearns Castle High School, then he or she can appeal. Such appeals must be submitted in writing at least two working days prior to the end of the SQA submission window. The appeal will be considered by the Head Teacher and/or the Head Teacher's nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

## **6. Submission of Post-results Service Requests**

Only Mearns Castle High School can submit a request to SQA. Parents and candidates cannot submit a request.

All requests must be submitted within the submission window publicised by SQA. These dates are set out below.

4 August 2015	Opening date for clerical check or marking review requests for all qualifications.
19 August 2015	Closing date for priority marking review requests for candidates with a conditional offer at University or College.
26 August 2015	Closing date for clerical check or marking review requests for all qualifications where there are externally assessed components of the Course assessment.

## **7. 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 Mearns Castle High School and Mearns Castle High School will meet the cost.

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