

Mearns Castle High School

Post-certification Review Service: Policy and Procedures 2020

This policy reflects the guidance offered by the Scottish Qualifications Authority (SQA) in **Post-certification review: Information for centres (June 2020)**.

1. Post-results Service

As the name implies, this service runs after candidates have received their certificates. If *Mearns Castle High School* is concerned by a candidate's result, it can request a **post-certification review** and submit evidence to support this.

The check/review can lead to the candidate's grade going up, remaining unchanged or going down.

- If the grade changes, then SQA will issue a new certificate to the candidate at the **end of TBC**.
- There are no charges made for requests this session.

2. Post-certification Review

Post-certification reviews will be undertaken by senior subject-specialist SQA examiners.

A review will involve two key stages:

- ☐ Review of alternative assessment evidence.
- ☐ Review of any additional non-question paper evidence held by SQA.

The examiner will make a holistic judgement on the totality of the evidence available to them and award the candidate a grade. There are three possible outcomes:

- ☐ Agree with the original centre estimate and upgrade the candidate result.
- ☐ Disagree with the original centre estimate and confirm the grade awarded by SQA.
- ☐ Disagree with both the original centre estimate and the original grade awarded by SQA and apply an alternative, lower grade.

When reviewing a submission, examiners will have access to the alternative assessment evidence submitted by the centre, and any non-question paper component materials held by SQA for the candidate. Examiners will also have access to candidates' refined estimated bands and rank order. They will take a holistic approach to reviewing evidence.

It is important to note that any award will be placed in the grade's lower banding — A2, B4, C6, D7 or No Award 9.

3. Priority Review

A priority review is the same as a post-certification review, but will be considered and resulted earlier. **Priority reviews are for candidates with a current conditional university/college offer.** In order for a priority marking review request to be accepted and resulted by the published date, the request must be submitted by the deadline, and contain accurate details of the higher education institution (HEI) that is to be notified.

- The request must be submitted as soon as possible after the service opens on 4 August 2020, and no later than **14 August 2020**
- The UCAS Advisor Portal (<https://www.ucas.com/advisers>) provides real time applicant status data and can help you identify candidates with conditional places before August certification. Once you have identified these candidates, you may wish to ensure that all supporting evidence is readily available for them should a request be necessary.
- UCAS will also send an 'Unplaced Applicant' email to centres in Scotland at 09:00 on 4 August.

Please note:

- Any delay in providing the correct HEI details can put at risk SQA's ability to complete a priority marking review in time for candidates. This could affect the candidate's ability to secure their conditional offers.
- Any requests submitted without the correct HEI details, or after 14 August, will be processed as part of the later marking review procedure.

4. Criteria for Post-certification Review

Mearns Castle High School will submit a request if it holds clear and compelling evidence that demonstrates the candidate's final grade is 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 grade to be below the level anticipated by the estimates submitted to SQA. The expectation is that there will be sufficient demonstrated and inferred evidence to assess the skills, knowledge and understanding required for the course (an overview of assessment evidence is provided in the appendix to this policy).

In particular, a post-certification marking review will **not** be requested where one or more of the following apply:

- the candidate's final grade is in line with the estimate previously submitted to SQA 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

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

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.

Full details regarding the SQA Post-results Service can be found on the SQA web site for candidates (www.sqa.org.uk/resultsservices) and on SQA Connect for centres (<https://www.sqaconnect.org.uk>)

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.

5. Appeals

If a candidate is dissatisfied with the decision taken by *Mearns Castle High 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, viz. **21st August 2020**. The appeal will be considered by the head of centre and/or the head of centre's nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

6. Submission of Post-certification Review 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.

Date	Process
<u>4 August 2020</u>	Candidates receive their results and certificates. Results Services system opens for Post-certification review requests. Centres should submit Priority Review requests as soon as possible after the system opens. It is also important that the request contain accurate details of the contact within the Higher Education Institution that requires the result.
<u>14 August 2020</u>	Closing date for submission of Priority Review requests.
<u>20 August 2020</u>	Uplift of evidence by carrier for Priority Review requests.
<u>4 September 2020</u>	Centres (and Higher Education Institutions/UCAS where applicable) receive Priority Marking Review results through SQA Connect
<u>21 August 2020</u>	Closing date for submission of Review requests.
<u>27 August 2020</u>	Uplift of evidence by carrier.
<u>TBC</u>	Centres receive Review results through SQA Connect.
<u>TBC</u>	New certificates issued to candidates.

Associated recordings/accompany documentation for Dance, Drama and Music requests must also be sent to SQA by the submission deadlines detailed above.

If there are any changes to the timeline for advising of Post-certification Services results, SQA will contact centres.

7. Charges

There are no charges for submitting a post-certification review request this session.

Revised - 27 July 2020

