26 June 2018

Dear Parent/Carer,

**SQA Exam Results 2018**

Candidates will receive their results by mail on Tuesday 7 August. Those who have registered for the text service will receive a text at about 8am that morning.

Members of the KGS Senior Leadership Team will be in school from 9.00 am to 3.00 pm on Tuesday, 7 August 2018 to offer advice and support. This may include requests for the school to consider possibility of Clerical Check/Marking Reviews – details about this process are included below. The SLT has an overview of all learners alongside timetable and course choice so are able to assist as necessary.

Further generic advice is also provided by SQA along with a helpline number 0345 2791000, between 7 August and 10 August, and email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk) for any queries about your certificate. The following link provided by SQA – http://www.sqa.org.uk/sqa/65952.html – provides video guide and step-by-step overview of the exam certificate as well as Frequently Asked Questions to support you.

Further support is available using email and helpline numbers below.

**For advice on University Admissions:**

The Universities & Colleges Admissions Service (UCAS) is also happy to speak to any applicants if grades are different to what was expected for admission to College/University (conditional acceptance).

Their operational hours are Monday to Friday from 8:30am – 6.00pm and you can contact them using the following methods:

· **Telephone:** 0371 468 0468

· **E-mail:** enquiries@ucas.ac.uk

· **Postal address:** UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ

**For careers advice:**

Please call the **Skills Development Scotland Exam Results Helpline.** Qualified Careers Advisors will be on hand to offer careers advice, and discuss clearing vacancies and alternative options. The helpline number is **0808 100 8000** and will be operational from 7 August 2018.You can also access support directly from the Elgin centre on 03000132103. The SDS Moray Facebook page will also have information on further help and support. Further information on SDS can be found at their website https://www.skillsdevelopmentscotland.co.uk

**SQA Post Results Service**

We are now coming up to the fifth year of having no appeals system following the publication of SQA results on 7 August 2018. The appeal system has been replaced by the new Post Results Service. With this service we are able to request either a clerical check and/or a marking review of a candidate’s script.

There is no consideration of ‘alternative evidence’, for example a prelim, with this service. The checks are there to ensure that an exam paper has been completely and correctly marked and that marks have been added up correctly. Please note that this service is not available for an exam that has been electronically marked. The outcome of this is that a candidate’s grade can either remain unchanged **or go up or down.**

Criteria for a Post Results Service submission

Keith 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.

It is not sufficient for a candidate’s final award to be below the level anticipated by any estimate submitted to the SQA or that achieved in a prelim. There would have to be compelling evidence from all aspects of assessment that has taken place throughout the year. In particular, there will not be a request submitted for the following reasons:

* the candidate’s final award is in line with the estimate submitted to the S.Q.A in March.
* the candidate’s performance has shown inconsistencies during the year such that the final award falls within a range of performance evidenced
* the candidate’s original estimate has been found to be overly optimistic in the light of the actual performance of the cohort in the course assessment.

Keith Grammar School is unable to submit a request on compassionate grounds or, for example, because entry to Higher Education is conditional on a particular award.

Decisions about the eligibility for the post results service will be taken by the Rector based on advice from the relevant Principal Teacher and in conjunction with the Depute Rector with responsibility for SQA coordination.

If it is agreed that we should submit a request then written consent from both parent and pupil will be sought.

Please contact the school if you have any questions with regards to the Post Results Service.

Yours sincerely

Laura Main

Depute Rector (Acting)/SQA Co-ordinator