



28 June 2018

Portlethen Academy
Bruntland Road
Portlethen
Aberdeen AB12 4QL
Telephone 01224 782174
Fax 01224 782076
portlethen.aca@aberdeenshire.gov.uk
www.portlethenacademy.aberdeenshire.sch.uk

Dear Parent/Carer

This year's SQA examination results will be released on Tuesday, August 7th. 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.

<https://www.mysqa.org.uk>

Sign up to MySQA by 5 pm on 17th July, and activate the account by 18th July, and the results will be sent by e-mail or text from 8am on results day.

Should you have any questions about your child's results, when they arrive in August, you should contact Portlethen Academy in the first instance. If you are concerned that there may be an issue with the results then you can ask if the school will consider using the SQA results services.

See information sheet for details.

If your child requires an urgent review of the result for entry to University or College session 2018-19 (this year) then this is a Priority request and has a very short timescale. These requests need to be at SQA on or before the 17th August. If you wish to ask about the possibility of this PRIORITY review then you MUST

- Call the school between 9am and 12 noon on Wednesday 8th and Thursday 9th of August when staff will be available to take your call. Please have the following information available
- Candidate name
- Exam and level
- Result attained
- Result required
- University(s) requiring the information
- The course(s) at the University, with code(s) if possible
- Contact e-mail and/or telephone number of the person at the University who needs to know
- Reason you feel a review may be required

The school will discuss your request and a decision on submission will be made. If a request is to be made then you will have to come into school to sign a form agreeing to it being submitted. The key part of this is

'I am aware that if this request is submitted to SQA then my grade can go up or down and I agree to the request being submitted'

If you wish to ask about the possibility of a review but it is NOT required for University/College session 2018-19 then the deadline at SQA is on or before the 28th August. In these cases there is not the same urgency but if contacting the school please provide the following

- Candidate name
- Exam and level
- Result attained
- Result hoped for
- Reason you feel a review may be required

Yours sincerely

Craig Cowie
Depute Head Teacher

Scottish Qualifications Authority Results Services

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** operated throughout the examination period. If a pupil was unable to sit an exam, for very good reason, such as a family bereavement or serious illness, or if performance in an exam was badly affected by circumstances such as these, parents should have contacted the school immediately. Where exceptional circumstances have affected a pupil, the school has put the pupil forward for Exceptional Circumstances Consideration. In such cases, the school has sent 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, such as 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.

Criteria for Post-results clerical check or marking review

SQA state that the school should only 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 prelim examination. The expectation is that there will be compelling evidence from all aspects of assessment: class tests, Unit tests, coursework and any prelim exam.

In particular, a clerical check and/or marking review should not be requested where:

- the candidate's final award is in line with the estimate previously submitted to SQA by Portlethen Academy
- the final award is within the same grade as that predicted by the assessment evidence held by Portlethen 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
- the candidate has just missed the grade above.

In general terms, Portlethen Academy will submit a request when the assessment evidence is consistent and points to an award at least two bands above the final award.

Portlethen 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 Portlethen Academy agree to submit a request because the candidate or others have offered to pay any charges arising.

A request cannot be submitted if the candidate has already been through the Exceptional Circumstances Consideration Service.

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 marker's work to ensure that final results are as accurate as possible.

Deadlines

- **Priority Marking Review** : School must submit by 17th August, results by 27th August
This is **ONLY** for candidates who require the result for University/College entry for session 2018-19
- **Marking Review** : School must submit by 28th August, Results by 28th September