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2nd July 2020

Dear Parent/Carer,

This year's SQA examination results will be released on Tuesday 4th August. 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>

Pupils need to sign up to *My SQA* by 5 pm on Tuesday 14th July and activate the account by Wednesday 15th July for their results to 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 post results service.

Please see the information sheet below for details.

If your child requires an urgent review of the result for entry to University or College session 2020-2021 (this year) then this is a priority request and has a very short timescale. These requests need to be at SQA on or before Friday 14th August. If you wish to enquire about the possibility of this priority review then you must complete the Microsoft form which will be e-mailed home to parents and carers on Monday 3rd August. It is essential that you provide the following information which you will be prompted to complete within the form.

- 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

The school will look into your request and establish whether a review can be requested based on the SQA's criteria. 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 post certification review 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 2020-21 then the deadline at SQA is on or before the Friday 21th August. In these cases there is not the same urgency however I would still ask that the Microsoft form is completed ensuring the following information is included.

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

As with the priority reviews, we will look into whether a review can be requested based on the criteria set out by the SQA as outlined in the information sheet.

Yours sincerely

Craig Cowie

Depute Head Teacher

Scottish Qualifications Authority Post Results Services 2020

Criteria for use of Post Results Service

The SQA state that the school should only submit a request if it holds clear and compelling evidence that there has been an error in a candidate's result.

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.

This session, in order to make such a request to the SQA the following criteria must be met

- The grade awarded by the SQA must be **below** the estimated grade estimated by the school
- There must be assessment evidence available to support the estimate grade submitted by the school

When such a request is sent to the SQA, evidence supporting the estimated grade will be sent to the SQA to be considered.

At this point the SQA will make one of three judgements

- It may accept the request and **upgrade** the award
- It may reject the request and **confirm the original grade** awarded by the SQA will stand
- It may reject the request and **give a lower grade** if it feels the evidence supplied does not reflect the required standard for the original grade provided

Portlethen Academy will only be in a position to submit requests based on the assessment evidence that we hold. We cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award.

I have e-mailed out a powerpoint presentation which I hope helps to explain the process clearly and details the evidence the school have used to arrive at the grades we have estimated for our pupils.

Deadlines

- Post Certification Priority Review: School must submit by Friday 14th August, results by Friday 4th September.

This is only for candidates who require the result for University/College entry for session 2020-21

- Post Certification Review: School must submit by Friday 21st August, date of results to be confirmed.

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