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Dear parent/carer/pupil,

## SQA Results day, Appeals and Course Choice change in August 2022

We hope results day provides with you with what you worked for. Here are five key advice notes for that day and before returning to school on Tuesday 23<sup>rd</sup> August:

### 1. MySQA

Please ensure you have signed up to MySQA to receive your SQA exam results by text or email and to check your personal details are correct. You will get your results quicker this way, also wherever you are (with phone signal/internet connection). You will still receive your certificate by post – another reason to check on MySQA that your postal address is correct.

### 2. SQA Results Day

SQA results will be issued on August 09<sup>th</sup>. If upon receiving your results you have any queries, please use this Form to contact the school in the first instance. If you do not have access to internet, you can call the school on 01224 087880 and leave a message and someone will get back to you.  
<https://forms.office.com/r/rGgXASENUH>

### 3. SQA Appeals Service

SQA will be posting, direct to each candidate's address, advice on Appeals. The information can also be accessed here: [SQA Appeals 2022 - what you need to know for National 5, Higher and Advanced Higher](#). This link guides you through how the Appeals Service will work, including important timelines. **Please take time to read this.**

There are two types of Appeals – Priority and Non-Priority Appeals

**Priority Appeals:** where an appeal of a grade is needed in order to meet the entry requirements for university.

The priority appeals process is open to any student who:

1. Has a conditional offer for university **and**

2. Has obtained an exam result grade which is lower than the estimate grade submitted to the SQA by Portlethen Academy in April 2022.

Please note that you will not be able to submit an appeal on the SQA's system unless Point Two above is met.

You can register that you wish to make a priority appeal with SQA until Tuesday 16<sup>th</sup> August through Learner Direct (details in the above link). SQA then requires staff to upload all evidence for this by Friday 19<sup>th</sup> August. A conversation with Guidance staff and Principal Teachers may need to take place to ensure an appeal is possible and in best interests but ultimately the final decision to appeal is that of the pupil.

Conditions for entry to college are not required to complete a Priority Appeal – contact should be made directly with the college as per instructions on the letter offering a place.

**Non-priority appeals:** pupils have until Tuesday 30<sup>th</sup> August 2022 to submit a non-priority appeal. This will be through an online portal which the SQA will provide more information about when they send information out to you later in July. The school will review all information associated with non-priority appeals on our return and submit all evidence necessary in time. **The school will not deal with non-priority appeal enquiries prior to students' return to school on Tuesday, 23<sup>rd</sup> August 2022.** Please do not contact the school about these before this date because the school must concentrate its resources on priority appeals during the holiday period.

Form for completing if requiring an Appeal: <https://forms.office.com/r/BCi8Fj3Q3X>



#### 4. Skills Development Scotland (SDS)

Results Helpline – The SDS Results Helpline will be available to offer advice and support to all candidates across Scotland, receiving results on Tuesday 9<sup>th</sup> August. The Helpline – **0800 917 8000** – will be open from 8am-8pm on the Tuesday and Wednesday and from 9am-5pm on weekdays until 17<sup>th</sup> August. All candidates will receive a flyer with their postal results that will include details of the Helpline. More information at this [web link here](#) including commonly asked questions about exam results and, for example, UCAS after you get your results. Additionally, there is information on the different options available to you if you are unsure about what you want to do next, for example apprenticeships, college or university, volunteering options, getting a job or taking a year out.

#### 5. August 23<sup>rd</sup> – returning pupils and course changes

Should you wish to change courses or levels based on your results when we return in August we will, as usual, undertake to make these where there are spaces available (some courses are already full, but things can change). Please complete your queries on this Form <https://forms.office.com/r/VQqM83ubaQ> and your PTG will be able to support you in this process when we are back in school.



We appreciate that the results period can be a stressful time for pupils; hopefully the information in this letter will allow our young adults and their families to deal with queries in the appropriate way. The school will, as

always, respond as swiftly as we can to these queries but please be aware that the priority appeals process lies within the summer holidays for staff and only a handful of staff will be available in school at this time.

Yours sincerely

Kirsty Campbell-Robertson

Depute Headteacher & SQA Co-ordinator