



*"Nothing but the best will do"*

## CASTLEMILK HIGH SCHOOL



## SQA Post-Results Service Policy



Our  
App



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# Castlemilk High School SQA

## Post-Results Service Policy

This policy reflects the guidance offered by the Scottish Qualifications Authority *in National Qualifications Post-results Service: Information for Centres* and available on the SQA Website at [www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)

### **Post-results Service**

As its name implies, this service runs after candidates have received their certificates. If Castlemilk High School is concerned by a candidate's result, it can request a clerical check on behalf of the candidate and/or a marking review of the script. The 'script' is the name given to the candidate's exam answer paper.

There is no consideration of 'alternative evidence' with this service. That is, Castlemilk High School cannot submit evidence of candidate performance to justify its concern and no such evidence will be considered by SQA in making a determination.

Some qualifications are not eligible for a Post-results Services request. Those subjects with no externally assessed component are not eligible for a Post-results Services request.

The check/review can lead to a change of grade either up or down.

If the grade changes, then SQA will issue a new certificate to the candidate and no charge is made.

If the original grade remains unchanged, then Castlemilk High School will be charged for this service.

For comprehensive guidance on SQA Post-results Service please visit

[www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)

### **Criteria for Post-results Clerical Check or Marking Review**

Castlemilk High 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.

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 test, coursework, and any prelim exam.

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

- the candidate's final award is in line with the estimate previously submitted to SQA by Castlemilk High School
- the final award is within the same grade as that predicted by the assessment evidence held by Castlemilk High School
- 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

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

Castlemilk High School will submit requests only on the basis of assessment evidence. It cannot do so on compassionate grounds, where additional support needs exist or, for example, because entry to higher education is conditional on a particular award. Neither can Castlemilk High School agree to submit a request because the candidate or others have offered to pay any charges arising (see below).

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

Castlemilk High School must receive the written consent of the candidate to submit a request to Post-results Services.

Decisions about eligibility for the Post-results Service will be taken by the Head Teacher based on advice by the relevant head of department and in conjunction with our SQA Co-ordinator.

Where Castlemilk High School is concerned by the marking for a significant proportion of a class for one subject/level the centre must submit individual requests for each candidate in the cohort. Each candidate's externally assessed components will be subject to a review to ensure that the components were marked in accordance with the agreed national standards.

The final decision on whether to submit a Post-results Services request lies with the Head Teacher. Only requests that have been approved by the Head Teacher will be accepted by SQA. Requests will not be accepted from candidates or parents/carers.

All requests must be submitted within the submission window published by SQA.

Academic decisions reached by SQA that ensure the candidate materials were marked in accordance with agreed national standards are final, and no further review options will be available.

SQA charges for all Post-results Services requests where the candidate's grade remains unchanged following the clerical and/or marking review. SQA will charge Castlemilk High School and Castlemilk High School will meet the cost.

Further information about the SQA Results Services can be found at [www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)