

# Castlemilk High School

## Post Results Service Policy

### Marking review

If a request is submitted for a marking review of a candidate's exam script, this will include:

- a clerical check
- a review by a Senior Examiner of the marks that the candidate was given for each question and/or externally assessed component of the Course assessment, to check whether the original marking was in line with the national standard

### Criteria for Post-results clerical check or marking review

We 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 mock examination. The expectation is that there will be compelling evidence from all aspects of assessment: class tests, unit tests, coursework and any mock 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 the school/department
- the final award is within the same grade as that predicted by the assessment evidence held by the school/department
- 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, the school will submit a request when the assessment evidence is consistent and points to grade significantly different from the final award.

The school 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 the 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.

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

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

### **Appeals (Against the school)**

If a candidate is dissatisfied with the decision taken by the school, then they can appeal this decision. Such appeals must be submitted in writing at least seven working days prior to the end of the SQA submission window (see below). The appeal against the school will be considered by the head of centre and/or their nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

### **Cohort review**

If the school is concerned by the marking for a significant proportion of a class for one subject/level, it will request a marking review for a sample of the candidates' exam scripts. This will be considered under the procedures set out by SQA in *Post-results Service — Guidance for centres* (March 2014).

### **Submission of Post-results Service requests**

Only the school can submit a request to SQA. Parents and candidates cannot submit requests.

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

### **Charges**

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

## **Appendix to Post-results Service: policy and procedures**

### **Assessment evidence**

We gather assessment evidence throughout the session to inform estimate bands. Four different types of assessment evidence are used: class tests, Unit tests, coursework and mock exams.

Class tests usually contain a range of question types, which sample key aspects of the Course and which replicate the demands of external assessment in terms of integration, challenge and application. They are also undertaken under 'controlled conditions'. Therefore, the collective outcomes of class tests undertaken across the session can be a very good source of evidence.

Unit tests are generally set at minimum competence level at a level below grade C and do not of themselves offer evidence that a pupil can cope with the Course assessment. However, if they contain sufficient demands in terms of integration, challenge and application and the candidate performs well above the pass threshold, then they may provide useful additional evidence.

In some subjects, coursework undertaken under exam conditions is a natural part of the programme. This too can be useful.

### **Mock exams (internal exams)**

The purposes of these exams are to:

- provide clear evidence that the pupil can cope with the demands of the external assessment instruments
- contribute to the determination of the estimate grade which the school will send to SQA in advance of the external examinations
- form part of the evidence in an 'exceptional circumstances' case if this becomes necessary

Performance in the mock exam is not the sole source of evidence for estimates and cannot be the sole source of evidence for an exceptional circumstances case or a Post-results Service submission as parts of the Course have not been covered at that point.