



## SQA Key Dates – Summer 2019

### Procedures for SQA Results and Post Results Services

#### within Lesmahagow High School



**SQA exam certificates** will be delivered by post on **Tuesday, 6<sup>th</sup> August 2019**. Text messages and emails will also be sent by SQA from 8 am on Tuesday, 6<sup>th</sup> August 2019, to candidates who have requested this service. Any candidate who has moved house and has not informed the school of their change of address should contact the school for advice about redirecting their exam certificate.

The **SQA Post Results Service** has replaced the former Appeals process. If a candidate's grade in the final SQA exam is significantly different than that which was expected, based on the evidence the school holds about the candidate's performance throughout the course, **the school** may request a **clerical check** and/or an **SQA marking** review. The candidate must, however, **give permission for this in writing**. A clerical check will ensure that all questions have been marked and all marks are totalled correctly. If a marking review is requested, an SQA senior examiner will review the marks awarded to ensure that the original marking was in line with national standards. The only evidence checked is the 2019 examination script. No alternative evidence will be sent to SQA. If the request affects University entry, then a **Priority Marking Request** may be considered. Details of the University course affected must be provided when making this request.

Please note: As a result of a clerical check and/or marking review, the candidate's grade **may stay the same or be amended up or down**. The school will cover the cost of the marking review (£29.75) or clerical check (£10).

**The key dates for 2019 are shown below:**

Date	Event	Details	Next Steps
<b>Tues., 6<sup>th</sup> August</b>	Students will receive certificates by post and text messages/ email.	School reviews results. Anyone with questions relating to their exam results (including the Post Results Service) should contact the School Office, where a message will be taken and passed to the SQA Coordinator.	The SQA Coordinator will return your call as soon as possible to offer support and advice.
<b>Tues., 13<sup>th</sup> August</b>	Teachers return to school	Requests for the Post Results Service will be passed by the SQA Coordinator to the Faculty Head/Principal Teacher. All pupils <b>MUST</b> inform the SQA Coordinator/ Faculty Head/PT on this date if they wish to be considered for a Priority Marking Review, Marking Review or Clerical Check.	Faculty Heads/ PTs/ SMT will review results and consider individual cases for the SQA Results Service.
<b>Wed., 14<sup>th</sup> August</b>	Departmental requests for results services submitted to SQA Coordinator.	SQA Coordinator and Headteacher meet to discuss each Results Service request.	Consent letters issued to students if request is accepted. (To be collected from School Office.) Parents contacted by SQA Coordinator if request is rejected.

<b>Thurs., 15<sup>th</sup> Aug</b>	<b>Priority Marking Review</b> consent letters must be returned to the SQA Coordinator.	SQA Coordinator processes Priority Marking Review requests on SQA Connect.	Priority Requests must be with SQA by <b>Friday 16<sup>th</sup> August.</b>
<b>Fri., 23<sup>th</sup> August</b>	Marking Review/ Clerical check consent letters must be returned to SQA Coordinator	SQA Coordinator processes Marking Review/ Clerical Check requests on SQA Connect	Marking Review/ Clerical Check requests must be with SQA by <b>Tues., 27<sup>th</sup> August.</b>
<b>Mon., 26<sup>th</sup> August</b>	Schools receive outcome of priority marking reviews from SQA.	Faculty Heads/PT Subjects inform all pupils of the outcome of Post Results Services – including pupils who have left school.	Process complete.
<b>27<sup>th</sup> Sept</b>	Schools receive outcome of marking reviews from SQA	Faculty Heads/ PT subjects inform all pupils of the outcome of the Post Results Service – including pupils who have left school.	Process complete.

Please contact Mr Gray, SQA Coordinator, if you have any questions relating to SQA exam results or the Post Results Service.

Lesmahagow's Policy Statement relating to the Post Results Service provides further guidance on this matter. This document is available on the school's website.



## SQA Post Results Service Request – for Office Use



<b>Date and time of request:</b>	
<b>Message taken by:</b>	
<b>Message passed to:</b>	Alastair Gray
<b>Name of Candidate:</b>	
<b>Date of Birth:</b>	
<b>SQA Candidate number:</b>	
<b>Contact phone number(s):</b>	
<b>Name of person making the request (if different from above):</b>	
<b>Subject and Level:</b>	
<b>Details of concern:</b>	

**Service Requested:**

<b>Priority Marking Review</b>		<p><b>To request a Priority Marking Review, you must also state:</b></p> <p><b>University applied to:</b> _____</p> <p><b>Course:</b> _____</p> <p><b>Name of University Contact:</b> _____</p> <p><b>Contact phone number:</b> _____</p>
<b>Marking Review</b>		
<b>Clerical Check</b>		



## SQA Post Results Service Request Student Reply Slip



<b>Name of Candidate:</b>	
<b>Date of Birth:</b>	
<b>SQA Candidate number:</b>	
<b>Contact phone number(s):</b>	
<b>Subject and Level:</b>	

### Service Requested:

<b>Priority Marking Review</b>		<b>To request a Priority Marking Review, you must also state:</b> <b>University applied to:</b> _____ <b>Course:</b> _____ <b>Name of University Contact:</b> _____ <b>Contact phone number:</b> _____
<b>Marking Review</b>		
<b>Clerical Check</b>		

I understand that as the result of a marking review/clerical check, my grade may **stay the same** or be **amended up or down**. I would like to request the service identified above.

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return this reply slip to Mr Gray by **Thursday, 15<sup>th</sup> August (Priority Marking Reviews) / Friday, 23<sup>th</sup> August 2019 (Marking Reviews/Clerical Checks)**. Late replies will not be accepted by SQA.

**The SQA deadline for submitting Post Results Service Requests is 16<sup>th</sup> August for Priority Marking Reviews and 27<sup>th</sup> August 2019 for Marking Reviews/Clerical Checks.**