



## SQA Key Dates – Summer 2020

### Procedures for SQA Results and Post-Certification Review Services within Lesmahagow High School



**SQA exam certificates** will be delivered by post on **Tuesday, 4<sup>th</sup> August 2020**. Text messages and emails will also be sent by SQA from 8 am on Tuesday, 4<sup>th</sup> August 2020, 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-Certification Review Service** will be in place for 2020. If a candidate's awarded grade is below the estimate provided by Lesmahagow High School to SQA, which was based on the evidence the school holds about the candidate's performance throughout the course, SQA will highlight this and the school **may** request a post-certification review. The candidate must, however, **give permission for this in writing**. A review will evaluate alternative assessment evidence and any non-question paper evidence SQA already hold. If a review is requested, an SQA senior subject specialist examiner will review the evidence. If the request affects University entry, then a **Priority Post-Certification Review** may be considered. Details of the University course affected must be provided when making this request.

Please note: as a result of a post-certification review, the candidate's grade **may stay the same or be amended up or down**.

The key dates for 2020 are shown below:

Date	Event	Details	Next Steps
<b>Tuesday, 4<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-Certification Review 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>Tuesday, 11<sup>th</sup> August</b>	Teachers return to school	The SQA Coordinator will review results and potential post-certification reviews with Faculty Heads. All pupils <b>MUST</b> inform the SQA Coordinator/ Faculty Head on this date if they wish to be considered for a Priority Marking Review.	Faculty Heads/ PTs/ SMT will review results and consider individual cases for the SQA post-certification review.
<b>Wednesday, 12<sup>th</sup> August</b>	Departmental requests for review submitted to SQA Coordinator.	SQA Coordinator and Headteacher meet to discuss each review request.	Consent letters issued to students if request is accepted. Parents contacted by SQA co-ordinator if request is rejected.

<b>Thursday, 13<sup>th</sup> Aug</b>	<b>Priority</b> post-certification review consent letters must be returned to the SQA Coordinator.	SQA Coordinator processes Priority post-certification review requests.	Priority requests must be with SQA by <b>Friday 14<sup>th</sup> August</b> .
<b>Wednesday, 19<sup>th</sup> August</b>	Post-certification review consent letters must be returned to SQA Coordinator	SQA Coordinator processes post-certification review requests.	Post-certification review requests must be with SQA by <b>Friday 21<sup>st</sup> August</b> .
<b>Thursday, 20<sup>th</sup> August</b>	Uplift of evidence by carrier.	All alternative assessment evidence for <b>priority</b> reviews collected and returned to SQA.	
<b>Thursday, 27<sup>th</sup> August</b>	Uplift of evidence by carrier.	All alternative assessment evidence for reviews collected and returned to SQA.	
<b>Friday, 4<sup>th</sup> September</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>TBC</b> (There is currently no date for the conclusion of non-priority review requests – volume dependent)	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-certification Review 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>	

<b>Priority Post-certification Review</b>	<p><b>To request a Priority Post-certification 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>
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## SQA Post Results Service Request Student Reply Slip



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

<b>Priority Post-certification Review</b>	<b>To request a Priority Post-certification Review, you must also state:</b> University applied to: _____ Course: _____ Name of University Contact: _____ Contact phone number: _____
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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 priority post-certification review.

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

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

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

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

Please return this reply slip to Mr Gray by **Thursday, 13<sup>th</sup> August (Priority Post-certification Review) / Wednesday, 19<sup>th</sup> August 2020 (Post-certification Review)**. Late replies will not be accepted by SQA.

**The SQA deadline for submitting Post Results Service Requests is 14<sup>th</sup> August for Priority Post-certification Reviews and 21<sup>st</sup> August 2020 for Post-certification Reviews.**