

James Gillespie's High School

Post –results Service: Policy and Procedures

This policy reflects the guidance offered by the Scottish Qualifications Authority in **Post-results Service Guidance for Centres (March 2014)**

(A) Post-Results Service

As its name implies, this service runs **after** candidates have received their certificates. If **James Gillespie's High School** is concerned by a candidate's result, it can request a **clerical check** 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, **James Gillespie's 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.

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

1. If the grade changes, then SQA will issue a new certificate to the candidate and no charge is made.
2. If the original grade remains unchanged, then **James Gillespie's High School** will be charged for this service.

(B) Clerical Check

If **James Gillespie's High School** submits a request for a clerical check of a candidate's exam script, SQA check that:

1. all parts of the script have been marked
2. the marks given for each answer on the script have been totalled correctly
3. the correct total/result was entered into the system for that script (the system evaluates all the results received in the different parts of the Course, in order to calculate the final grade)

Subjects that have been E-marked are not eligible for a clerical check. When a subject is E-marked the clerical check process is carried out automatically prior to the result being issued.

Where a subject has components that are both traditionally marked and E-marked, only the traditionally marked component will be eligible for a clerical check.

Subjects that are E-marked are however eligible for the marking review process.

(C) Marking Review

If **James Gillespie's High School** submits a request for a marking review of a candidate's exam script, this will include:

1. a clerical check (same as above)
2. a review by a Senior Examiner of the marks that the candidate was given for each question and/ or component in the exam paper, to check whether the original marking was in line with the national standard

(D) Criteria for Post-results Clerical Check or Marking Review

James Gillespie's 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 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 prelim exam. (An overview of assessment evidence is provided in the appendix.)

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

1. The candidate has not passed one or more of the component Units of the course
2. The candidate's final award is in line with the estimate previously submitted to SQA by **James Gillespie's High School**
3. The final award is within the same Grade as that predicted by the assessment evidence held by **James Gillespie's High School**
4. The candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced.
5. A disparity between estimated grades submitted by **James Gillespie's High School** and actual candidate achievement for a class group indicates **James Gillespie's High School** were unrealistic in determining estimates to meet national standards determined by the SQA.

In general terms, **James Gillespie's 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.

James Gillespie's High 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 upon a particular award. Neither can **James Gillespie's 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.

Further information about the SQA Results Services can be found at <http://www.sqa.org.uk/resultsservices>

Decisions about eligibility for the Post-results Service will be taken by the Headteacher of **James Gillespie's High School** based on advice by the relevant Head of Department and in conjunction with our SQA Coordinator.

(E) Appeals

If a candidate is dissatisfied with the decision taken by **James Gillespie's High School** then they can appeal. Such appeals must be submitted in writing at least 7 working days prior to the end of the SQA submission window (see below). The appeal 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.

(F) Cohort Review

If **James Gillespie's High 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)**.

(G) Submission of Post-results Service Requests

Only **James Gillespie's High School** can submit a request to SQA. Parent and candidates cannot submit a request.

All requests must be submitted within the submission window publicised by SQA (5-27 August in 2014).

(H) 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 **James Gillespie's High School** and **James Gillespie's High School** will meet the cost.

Appendix to Policy

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.

Prelim Exams (Internal Exams)

The purpose 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 Prelim 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.

Donald j Macdonald (Updated June 2014)