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**Dyce Academy Post-results Service: Policy and Procedures**

This policy reflects the guidance offered by the Scottish Qualifications Authority in *National Qualifications Post-results Services: Information for Centres (June 2015).*

**Post-results Service**

As its name implies, the service runs after candidates have received their certificates. If Dyce Academy 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, Dyce Academy 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.

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 Dyce Academy will be charged for this service.

**Clerical Check**

A clerical check is designed to ensure that:

* all parts of the script have been marked
* the marks given for each answer on the script have been totalled correctly

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.

**Marking Review**

A marking review is consideration of a candidate’s materials submitted to the SQA for marking to ensure that:

* all parts of the submission have been marked
* the marking is in line with the national standard
* the marks given for each answer have been totalled correctly, and
* the correct result has been entered on the SQA’s results software

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

Dyce Academy 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 carried out by the school including: class tests, Unit tests, coursework and any mock exam. (An overview of assessment evidence is provided in the appendix to the policy.)

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 Dyce Academy
* the final award is within the same grade as that predicted by the assessment evidence held by Dyce Academy
* 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, Dyce Academy will submit a request when the assessment evidence is consistent and points to an award at least two bands above the final award.

Dyce Academy 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 Dyce Academy 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 Result Services can be found at [www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)

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

**Appeals**

If a candidate and his/her parents are dissatisfied with the decision taken by Dyce Academy, then they can then ask the Head Teacher to reconsider their original decision not to use the Post-results Service. The request must be submitted in writing at least seven working days prior to the end of the SQA submission window (see below). The request will be considered on the basis of the criteria above and will be final. The Head Teacher will confirm the reasons for accepting or rejecting the request in writing to the pupil/parent within 5 working days of the request being considered. The request will be considered by the Head Teacher and/or their nominee.

**Submission of Post-results Service Requests**

Only Dyce Academy can submit a request to SQA. Parents and candidates cannot submit requests.

Pupils and parents must give their written consent to the school using the Post-results Service, acknowledging that the grade attained may stay the same, go up or go down.

All requests must be submitted within the submission window publicised by SQA (4-26 August in 2015).

**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 Dyce Academy and Dyce Academy will meet the cost.

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

**Assessment Evidence**

We gather assessment evidence throughout the session to inform estimate grades. 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/Estimate Exams (internal exams)**

The purposes of these exams are to:

* provide clear evidence that the candidate can cope with the demands of the external assessment instruments
* contribute to the determinations 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.