

Dingwall Academy Post-results Service: policy and procedures

This policy reflects the guidance offered by the Scottish Qualifications Authority in Post-results Service — Guidance for Centres (June 2015).

Post-results Service

As its name implies, this service runs after candidates have received their certificates. If Dingwall 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, Dingwall 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 Dingwall Academy will be charged for this service.

Clerical check

If Dingwall Academy submits a request for a clerical check of a candidate's exam script, SQA checks that:

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

Marking review

If Dingwall Academy submits a request for a marking review of a candidate's exam script, this will include:

- ◆ a clerical check (same as above)
- ◆ 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

Dingwall 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: class tests, Unit tests, coursework and any mock exam. (An overview of assessment evidence is provided in the appendix to this 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 Dingwall Academy
- ◆ the final award is within the same grade as that predicted by the assessment evidence held by Dingwall 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, Dingwall Academy will submit a request when the assessment evidence is consistent and points to an award at least two bands above the final award.

Dingwall 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 Dingwall 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 Results Services can be found at www.sqa.org.uk/resultsservices

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

School Process

A Post Results Service Request form should be filled out for all candidates who request a remark. These will be issued to PTs with results or can be collected from the SQA Coordinator.

The school must have written permission from candidate and their parent/carer before a request is submitted.

Post Results Requests will only be submitted to SQA where requested by the department Principal Teacher. All requests are subject to review by the SQA Coordinator and Head of Centre.

Appeals

If a candidate is dissatisfied with the decision taken by Dingwall Academy, then they can appeal. Such appeals must be submitted in writing at least two 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.

Cohort review

If Dingwall Academy is concerned by the marking for a significant proportion of a class for one subject/level, it will request a marking review for each candidate in the cohort. Permission must be granted by candidates and parents before a request can be made.

Submission of Post-results Service requests

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

All requests must be submitted within the submission window publicised by SQA (4th–28th August 2018).

Priority requests must be made before **17th August, 2018**. All other requests must be made before **28th August, 2018**.

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 Dingwall Academy and Dingwall Academy will meet the cost.

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Assessment Policy and Procedures

Assessment evidence

Different types of assessment evidence can be used to inform estimate bands: 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.