

## CEC Advice on SQA Results Service – reviewed Feb 2018

This City advice note reflects the advice issued by the Association of Directors of Education Scotland (ADES) – ADES Advice on SQA Results Service - June 2015.

The full advice note is available at <http://adescotland.org.uk/2015/06/12/advice-on-sqa-results-service/>

The Post Results Service is the collective name for a clerical check, a marking review, a priority marking review

### 1. Criteria for use of Post Results Service

Schools will submit a Post Result Service request only under the following criteria:

- where the school holds clear and compelling evidence that there is a reasonable probability that an error may have occurred with the marking or the totalling of marks of the examination script. That is, the pupil's final grade is **markedly at odds with the totality of assessment evidence** gathered during the course and out of line with the performance of other pupils with similar profiles.

Prior to a Post Result Service request, Head Teachers must ensure that:

- Written consent from parents and pupils have been received to allow a submission to be made. Note that, consent must be given with the knowledge that, as a result of a review, results may decrease or increase.

In particular Post Result Service requests should not be considered where:

- the pupil's final grade is in line with or exceeds the estimate submitted to the SQA and is in line with the expectation of the school based on performance throughout the course
- the final award is within the same grade as that predicted by the assessment evidence held by the school. [Example: School Estimate Grade B, band 3. Pupil achieves Grade B, band 4]\*

\*For S6 pupils holding confirmed offers from Universities which require an A band 1 result, Head Teachers can, *if all other criteria are satisfied*, submit a Marking Review request for a pupil who gained an A band 2 result.

- the pupil's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced.  
(Where a pupil has shown steady improvement during the course this should not be considered as inconsistent performance.)

- the actual performance of the class cohort is found to be overly optimistic in the light of the actual performance of the class cohort in the examination  
or  
where the estimated grades show significant variations from the actual grades attained.
- a pupil's mark is near a grade boundary. Proximity to a grade boundary is not an appropriate criterion for submitting a post results service request but may be taken into account where other criteria have been satisfied.

## **2. Evidence requirements for use of Post Results Service**

- It is crucial that estimates are based on the totality of evidence generated throughout the course – not just on a written examination component. Prior to the submission of estimate grades, a standardisation exercise must be carried out to ensure that estimates are based on robust evidence. This will ensure that estimates are generated in a clear and equitable manner and will clearly assist in supporting a decision not to request use of the Post Results Service
- It is not, by itself, sufficient for a pupil's final grade to be below the grade anticipated by any estimate submitted to SQA or that achieved in a prelim or mock examination. The clear 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 prelim/mock exams.
- Schools will submit Post Result Services requests on the basis of assessment evidence only.  
**Requests on compassionate grounds or where parents offer to pay costs must not be submitted.**

## **3. Right of Appeal**

Pupils and parents who disagree with the decision of the school not to apply the Post Results Service can ask the Head Teacher to reconsider the original decision of the school.

This request can only be made on the grounds that incorrect information has been used in coming to this decision (for example, where the request has been turned down on the grounds that the estimated grade is lower than the grade achieved when, in fact, the estimated grade was higher).

The request must be submitted in writing and in sufficient time for the Head Teacher to reconsider their decision and, if necessary, submit the Post Result Service request within the timeframe published by SQA for accepting such requests.

The final decision to use the Post Result Services arrangements will be taken by the Head Teacher using their professional judgment and with input, as appropriate, from other teaching professionals.

Decisions to reconsider the request will be considered on the basis of the original criteria (as described above) and will be final. The Head Teacher will confirm the reasons for rejecting the request in writing to the pupil/parent within 5 working days of the request being considered. All such correspondence will be copied and retained for further scrutiny as necessary.