**Govan High School School - Post-results Services: Policy and Procedures**

This policy reflects the guidance offered by the Scottish Qualifications Authority with regard to their Results Service. As its name implies, this service runs after candidates have received their certificates. If staff members at Govan High School are concerned by a candidate’s result, the school 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, Govan High School cannot submit evidence of candidate performance to justify its concern and no such evidence will be considered by SQA in making a decision.

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

If the grade changes, the SQA will issue a new certificate to the candidate and no charge is made.

If the original grade remains unchanged, then Govan High School will be charged for this service.

**Criteria for Post-result clerical check or marking review**

Govan 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 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 prelim exam.

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 Govan High School.
* the final award is within the same grade as that predicted by the assessment evidence held by Govan High School eg the request to move from a band 2 to a band 1.
* 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, Govan High School will submit a request when assessment evidence is consistent and points to an award at least two bands above the final award.

Govan High School will submit requests only on the basis of assessment evidence. It cannot 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 Service can be found at [www.sqa.org.uk/resultsservices](http://www.sqa.org.uk/resultsservices)

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

**Appeals**

If a candidate is dissatisfied with the decision taken by Govan High School, then they can appeal. Such appeals must be submitted in writing at least seven working days prior to the end of the SQA submission window (see SQA website). The appeal will be considered by the Head Teacher and/or their nominee. Appeals will be considered on the basis of the criteria set out above and will be final.

**Submission of Post-result Services request**

Only Govan High School can submit a request to SQA. Parents and candidates **cannot** submit requests.

All requests must be submitted within the submission window publicised by SQA.

Candidates must sign a document to authorise the request.

**Any request for a review of marking should be made to Mrs Kerr in the first instance.**