



Preston Lodge High School

3 July 2017

Dear Parent/Carer

Criteria for Post-results clerical check or marking review

I write to clarify the process in place for querying an examination result and ways in which the SQA will accept what are now called “post-results clerical checks” or “marking reviews”. The old “Appeals” system no longer exists, and there are very limited circumstances in which a school can submit a request for clerical check or marking review.

The school will submit a request if we hold 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. This means that if a candidate’s final grade is markedly at odds with all assessment evidence gathered during the year, and out of line with the performance of other candidates with similar profiles, we can make a request.

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 examination. There must be compelling evidence from all aspects of assessment: class tests, unit tests, coursework and any 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 the school
- the final award is within the same grade as that predicted by the assessment evidence held by the school
- the candidate’s performance has shown inconsistencies during the year, and the final award falls within the range of performance evidenced
- the candidate’s original estimate is found to be overly optimistic in light of the performance of our students in the examination

In general, the school can only submit a request when the assessment evidence is consistent and points to an award at least two bands above the final award.

We will submit requests only on the basis of assessment evidence. We cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award. Neither can we agree to submit a request because the candidate or others have offered to pay any charges arising. Finally, 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 the school, based on advice offered by the relevant head of department, and in conjunction with our SQA Co-ordinator.

I hope this clarifies the new situation for all parents/carers. If you would like any further information about our school’s approach then do please contact Calum Stewart on 16 August at the number below.

Yours sincerely

Gavin Clark
Headteacher

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