



# Elgin Academy

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Head Teacher: Kyle Scott BA (Hons)



Together Everyone Achieves More at Elgin Academy

Our Ref: KS/SM

Date: 5 June 2019

Dear Parent/Guardian

## SQA Exam Arrangements

We have been asked to pass on the following information to you from the SQA with regards to the **Post-results Service**.

**Post-results Service** – Once results have been received, schools who are concerned about a candidate's result can request a clerical check and/or a marking review of the exam paper.

**Clerical check** – SQA staff will check that all parts of the exam paper have been marked, that marks are added correctly and transferred into SQA's computer system. There is a charge for this service when there is no change to the original grade awarded. This will be paid for by the local authority.

**Marking review** – will consist of a clerical check first and then an SQA Senior Examiner will review the marks awarded to each question to ensure that the original marking was in line with national standards. Again there is a charge for this service when there is no change to the original grade awarded. This will be paid for by the local authority. A candidate's grade can go up or down following a clerical check or marking review.

Any pupil wishing a clerical check or marking review must collect a letter from Mrs Munro which needs to be signed by the pupil and parent/carer before the request is submitted.

Priority marking review requests (for anyone urgently needing results for Higher or Further Education) must be submitted by **16 August 2019**. As we do not return to school until 19<sup>th</sup> August, requests for Priority marking reviews need to be given to the school on results day (6th August). This can be done over the phone.

Marking review and clerical check requests must be submitted by **23 August 2019**.

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Results for Post-results Services requests will be sent electronically to the school or college who submitted the request on the following dates:

- **26 August 2019** – for priority marking review results
- **27 September 2019** – for marking review and clerical check results

Results for priority marking reviews will also be sent to the university or college contact provided at the time of the request.

Any revised certificates will be posted to candidates at the **end of November 2019**. Revised results will also be updated on MySQA at the end of **November 2019**.

If you have any questions relating to the exams then please do not hesitate to get in contact with Mrs Munro (DHT – SQA Coordinator).

We wish your child every success with their results and hope that their hard work is rewarded.

Yours sincerely

Kyle Scott  
Head Teacher

