

Email sent to parents of pupils in S4, S5 and S6 on 18 July 2018:

Dear Parent/Guardian,

On the **7th of August** 2018 the SQA results will be with you. Please note that Caroline McBrier of Skills Development Scotland will be in School to offer support and advice. If there are any requests to change to pupils' option choices (subjects) pupils should book an appointment with Mr Campbell on their return on **Monday the 20th August**.

Please note the following information regarding 'marking review' carefully.

In 2014 the old 'Appeals' process was discontinued by the SQA being replaced with a 'Post results Process' also known as 'Marking review'. There are two categories:

- Urgent appeals- which have to be lodged with the SQA by 17th August 2018, with the results available by the 27th August 2018
- Non-Urgent appeals which have to be lodged with the SQA by the 28th August 2018, with the results being available by the 28th September 2018

Updated certificates will be posted out at the end of November 2018.

Please note non-urgent marking reviews e.g. if your son/daughter is **returning** to school in August, cannot be processed until after the 17th August. For all non-urgent marking review requests please contact Jonathan Anderson at Andersonj04s@glow.sch.uk from **Monday 20th August**.

For urgent marking review requests e.g. where your son's/daughter's University or College place is at risk please contact Jonathan Anderson at Andersonj04s@glow.sch.uk from **Monday 13th of August**.

For an urgent marking review request to be considered all of the following detail must be supplied:

- Name, date of birth and SQA candidate number of the pupil
- Level and subject(s) for which a marking review is being requested e.g. Higher English and National 5 Maths
- Course and contact details of the University/College e.g. Zoology BSc, Aberdeen University, Dr Doolittle 01224 12345 Ddoolittle@AberdeenUniversity.ac.org.uk

If known also please enclose the prelim percentage for the subject(s) you are requesting a marking review.

As the final grade can go up or **go down** following a marking review request all submissions to Mr Anderson should include a phrase similar to:

"Please process my request for a marking review in (Level/Subject). I understand the final grade can go down following a marking review." Signed either by the parent/guardian or pupil (if over 16 years old).

Please note the SQA will **not** process a marking review request where:

- The pupil's final grade is in line with the school's estimated grade

- The final award is within the same grade as the school's estimated grade e.g. if the school estimated an 'A' pass and the pupil achieves an 'A' pass but at band 2 the school cannot apply for a marking review requesting a band 1 to be resulted
- The pupil has been inconsistent across the year and the final result lies within that range
- There is no estimate grade e.g. the pupil did not sit a prelim in that subject.
- The pupil has already been involved in an 'Exceptional circumstances' request for that subject

Requests for a marking review can only be made by the school i.e. parents/pupils can not make a request directly to the SQA. Mr Anderson will process urgent marking reviews from Monday the 13th of August. All other marking reviews should be made to Mr Anderson from Monday the 20th August.

Any questions or concerns regarding remarks should be addressed to Mr Anderson or by visiting the SQA site <https://www.sqa.org.uk/sqa/79048.html>

Jonathan Anderson
Deputy Head Teacher
McLaren High School
Mollands Road
Callander FK17 8JH

Tel 01877 330156
andersonj04s@glow.sch.uk