

NORTHFIELD ACADEMY

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25th June 2020

Dear Parent/Carer

Please find below information regarding the SQA's Post Certification Review.

Post Certification: policy and procedures

This policy reflects the guidance offered by the Scottish Qualifications Authority in *Post-Certification Review — Information for Centres* (June 2020).

In response to the cancellation of the 2020 exam diet, SQA developed an alternative certification model. Each school had to submit estimate grades for all candidates being presented for certification. We were rigorous in our internal moderation of the estimate grades prior to sending this information to the SQA. On receipt of the estimate grades, the SQA go through a further moderation process. This may lead to a candidate or group of candidates being certificated with a grade that is different from the estimated grade submitted by the school. The SQA is providing a service to allow schools to request a review of the grade awarded to a candidate or groups of candidates.

Post Certification Service

This service opens after candidates have received their results on **4 August 2020**.

Estimated Grades

In reaching a professional judgment on an estimated grade for each pupil, teachers considered a wide range of assessment evidence. This includes

- Class and home work throughout the year
- Completed course work
- Timed assessments
- January Estimate Examinations

Importantly, we also considered attainment data for each course for the last three years. This allowed us to measure improvement patterns in pupils' performance between the estimate examinations and the end of the course.

The SQA will check and validate the estimate grades provided in order to ensure consistency across centres and fairness to all candidates. The estimates grades submitted by the school may be subject to change by the SQA.

If, as a school, we are concerned by a candidate's result, or the results of a group of candidates it can request a Post Certification review.

Aspire to be outstanding

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

Review Request

If Northfield Academy submits a request for a review for a candidate, candidate assessment evidence will be sent to the SQA and will be reviewed by Senior Examiners. The SQA will also review any completed course work. The examiner will make a holistic judgement on the totality of the evidence available to them and award the candidate a grade. There are three possible outcomes:

- Agree with the original centre estimate and upgrade the candidate result
- Disagree with the original centre estimate and confirm the grade awarded by the SQA
- Disagree with both the original centre estimate and the original grade awarded by the SQA and apply an alternative, lower grade

Criteria for Post Certification Review Request

A candidate is eligible for review only when they have been awarded a lower grade than the grade estimated by the school. Assessment evidence must be available to support the review request.

It is not sufficient for a candidate's final award to be below that achieved in an estimate examination. The expectation is that there will be compelling evidence from all aspects of assessment: class tests, Unit tests, coursework and any estimate exam.

In particular, review will not be requested where:

- the final award is within the same estimated grade previously submitted to the SQA based on the assessment evidence held by Northfield Academy e.g. final award is a band 4 and the grade is a B, the school predicted grade was a 3
- the candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced

Northfield Academy will submit review requests only on the basis of assessment evidence.

It cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award.

Decisions about eligibility for the Post-Certification Service will be taken by Mr Watt, Head Teacher, based on advice by the relevant Faculty Principal Teacher and in conjunction with our SQA Co-ordinator, Mr Craig.

Appeals

If a candidate is dissatisfied with the decision taken by Northfield Academy 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 below). The appeal will be considered by myself as Head Teacher in partnership with the Senior Management Team. Appeals will be considered on the basis of the criteria set out above and will be final.

Submission of Post Certification Review requests

Only Northfield Academy can submit a review request to SQA. Parents/carers and candidates **cannot** submit requests.

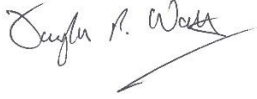
SQA Submission Window

All requests must be submitted by the school to the SQA by **21 August 2020**. However, the closing date for priority marking review requests for candidates with a conditional offer at university or college is **14 August 2019**.

Issuing of Results of Post Certification Review

Results for Post-results Services requests will be sent electronically to the school on **4 September 2020** for priority reviews. The date for results of the other reviews has yet to be confirmed by the SQA. Any revised certificates will be sent to candidates at the end of November 2020.

Yours sincerely,



Douglas Watt
Head Teacher