



## NORTHFIELD ACADEMY

Granitehill Place

Aberdeen

AB16 7AU

**Tel:** 01224 699715

**Fax:** 01224 685239

**Email:** northfieldacademy@aberdeencity.gov.uk

**Web:** www.northfield.aberdeen.sch.uk

3rd August 2020

### **SQA Course Results & Post Certification Review: Policy and Procedures**

Dear Parent/Carer

SQA examination results will be issued to candidates on Tuesday the 4th of August.

In response to the cancellation of the 2020 exam diet, SQA developed an alternative certification model for National 5 and Higher courses. We were instructed to submit estimated grades for all candidates being presented for certification based on the class teachers' knowledge of students' performance and a range of evidence which was available to them.

Candidates presented for courses at National 2 to National 4 level were assessed following the normal process of teachers' professional judgements, unit outcomes and evidence generated in class. Results in these courses and units will not be affected by post-certification reviews.

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

**National 5 and Higher Courses** - Teachers, Faculty Heads and our SQA co-ordinator followed a process of internal checks and moderation of estimated grades prior to sending the required information to the SQA. On receipt of the estimated grades, the SQA completed 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 'Post Certification Service' to allow schools to request a review of the grade awarded to a candidate or groups of candidates. This service opens after candidates have received their results on the 4th of August.

#### **Estimated Grades**

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

- Class and homework throughout the year
- Completed course work
- Timed assessments
- Results of preliminary examinations
- Other relevant knowledge and experience relating to a candidate's performance

*Aspire to be outstanding*

We also considered our school's attainment data for each course for the last three years. This allowed us to measure typical patterns in pupils' performance between the preliminary examinations and the end of the course.

The estimated 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 we can request a Post Certification review.

**Please note** - A 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, we are required to submit assessment evidence to the SQA which will be reviewed by senior examiners. The SQA will also review any completed course work. The examiner will make a holistic judgement on 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. The SQA will provide the school with details of eligible candidates.
- 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 a preliminary examination.
- The expectation is that there will be compelling evidence from all aspects of assessment which may include: supporting teacher commentaries, class tests, unit tests, coursework and any preliminary examination.
- Candidates must agree to the school submitting a review on their behalf.

## **In particular, a review will not be requested where:**

- the final award is within the same estimated grade previously submitted to the SQA by the school - 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 only submit review requests on the basis of professionally assessed evidence. It cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award.

Final 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 unhappy with the school's decision not to submit a post certification review on their behalf then they can appeal. Any appeals must be received in writing at least five working days before the end of the SQA post certification review windows - see details below. Appeals will be considered on the basis of the criteria listed in this document.

### Submission of Post Certification Review Requests

Only schools and SQA approved centres can submit a request on behalf of a candidate. Parents and carers are unable to submit requests and will be advised to contact the school if they attempt to contact the SQA on this matter.

### SQA Submission Dates - Post Certification Reviews

**Priority Reviews** (For candidates who require results to access further/higher education)

Deadline for submission of requests to SQA - **14/08/20**

Outcomes issued to centres - **04/09/20**

### Other Post Certification Reviews

Deadline for submission of requests to SQA - **21/08/20**

Outcomes issued to centres - TBC (Depending on volume of requests to SQA)

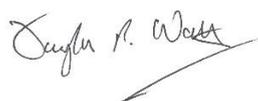
### Request for Post-Certification Reviews

If you would like to request a post certification review on receipt of your SQA course results please contact our SQA co-ordinator, Mr Craig, by email as soon as possible on [dacraig@aberdeencity.gov.uk](mailto:dacraig@aberdeencity.gov.uk)

If you are unable to contact Mr Craig by email please contact the school's main telephone line - 01224 699715. The preferred method of contact is by email however staff will check this line for messages and forward these to Mr Craig for action.

**PLEASE NOTE - DO NOT attend Northfield Academy's school building in relation to SQA course results.** Due to ongoing restrictions related to Covid 19 you will not be permitted to access the building and appropriate staff will not be in the building to support any requests.

Yours sincerely,



Douglas Watt  
Head Teacher