

Please note the following City of Edinburgh Advice on SQA Marking Reviews:

Marking Reviews should only be requested under the following criteria:

- Schools will submit Post Result Services requests to SQA where there is 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 pupil's examination script.
- It is not sufficient for a pupil's final grade to be below the grade anticipated by any estimate submitted to SQA or that achieved in a prelim or mock examination.
- Prior to a Marking Review being requested, Head Teachers must ensure that written consent from parents **and** pupils has been received to allow a submission to be made. Note that, consent must be given with the knowledge that, as a result of a Marking Review, **results may decrease or increase**.

Schools will submit Post Result Services requests on the basis of assessment evidence only. **Requests on compassionate grounds or whose parents offer to pay costs should not be submitted.**

The final decision to use the Post Result Services arrangements will be taken by the Head Teacher.

Pupils and parents who are dissatisfied with the decision can ask the Head Teacher to reconsider their original decision not to use the Post Result Services. The request must be submitted in writing and within the timeframe published by SQA for accepting Post Result Services requests.

The request will be considered on the basis of the criteria above and will be final. The Head Teacher will confirm the reasons for rejecting the request in writing to the pupil/parent within 5 working days of the request being considered. All such correspondence should be logged and filed for further scrutiny as necessary.

The SQA will only accept Post Result Services requests from schools within annually published timelines. Late requests cannot be accepted and schools must comply with the published timelines. Requests received by SQA from pupils and parents will be referred to the school.