

Larbert High School

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Falkirk Council
Children's Services

Rector: Jon Reid

20 June 2018

Dear Parent/Carer

End of Term Essential Information

I am writing to provide you with information that I thought you may find useful.

End of Term Arrangements: our traditional Summer Service will be held at Larbert High School on Tuesday 26 June. School will close for the summer holiday on Friday 29 June. A limited catering service will operate during lunchtime after which school will close at 1.30pm. School transport has been arranged for 12.30pm.

Session 2018 – 2019: the new session begins on Tuesday 21 August. The warning bell will sound at 8.35am and all classes will begin at 8.40am. Pupils should proceed straight to their form classes.

Uniform: Academy Uniforms will be selling blazers in school on Tuesday 26 June between 4.00pm – 6.00pm and will return on Monday 13 August between 10.00am – 12.00pm for collection of online orders and further blazer sales. Ties are available to purchase from our school Reception and pre-loved items of uniform are also available. Please refer to our School Uniform Policy on our website www.larberthigh.com or if you have any questions please do not hesitate to contact our Resource Manager, Sharon McLay.

SQA Examination Results: the results will be issued to pupils on Tuesday 7 August. On Friday 10 August staff from Skills Development Scotland will be in school to support pupils following their results and to discuss future options. Please email katrina.wilson@sds.co.uk if you would like to make an appointment for this day, however please do not email for an appointment until after the results are released.

Post-Results Service - Policy and Procedures: please find the attached document which outlines the Council's position on the Post Results Service. Also attached is the school's SQA Parent Guide which details the school process to follow in this situation.

Changes to Curriculum Review: pupils in S5 or S6 will have the opportunity to amend their subject choices in light of the SQA examination results if necessary. A Survey Monkey link will be provided after the examination results have been issued which will explain this process.

Prize Giving: our Celebration of Achievement & Prize Giving ceremonies will take place in September. This is to allow awards to be presented on the basis of actual exam results and we have also increased the number of awards so that a larger number of pupils will be recognised for their hard work, effort and commitment. The BGE ceremony will take place on the evening of Wednesday 5 September and the Senior Phase ceremony will take place the following evening on Thursday 6 September. We are currently in the process of informing all prizewinners and will complete this over the next few weeks.

With very best wishes for a great summer.

Yours sincerely

Jon Reid
Rector

Tony Bragg: Quality Improvement Officer

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Falkirk Council

Education Services

Date: March 2017

Dear Parent/Guardian

Post-Results Service: Policy and Procedures

As you will be aware, the Scottish Qualifications Authority no longer operates a results Appeal Service and this has now been replaced by the SQA's Post Results Service.

The SQA regards accuracy in assessing pupils as of the utmost importance. To ensure that this accuracy is maintained, the SQA has in place a wide range of systems for checking assessments, including additional review procedures in cases where assessments are regarded as borderline. The SQA acknowledges, however, that in a very small number of instances, school staff, pupils and parents may feel that an assessment has been inaccurate.

All schools in Falkirk Council are bound by the Council's policy on referrals to the new Post Results Service. This policy, in turn, reflects the SQA's own guidance. The following information will clarify Falkirk Council's stance on the Post-Appeals Service.

As the name implies, the Post Results Service runs after candidates have received their certificates. If your son/daughter's school is concerned by a result, it can request a **clerical check** and/or a **marking review** of the examination paper.

The check/review can lead to a change of grade either up or down and you would require to sign a disclaimer to indicate that you understand this before the school would proceed to request the Post Results Review.

- If the grade changes, the SQA will issue a new certificate to the candidate.
- If the original grade remains unchanged then no new certificate is issued.

A school/centre cannot submit additional evidence of candidate performance to justify its concern about the marking of a script, and no such evidence will be considered by SQA in making a judgement.

Your son/daughter's school/centre will submit a request if it holds clear and compelling evidence that there is a reasonable possibility that an error may have occurred.

This means that the school/centre must be of the view that the candidate's final grade is markedly at odds with the totality of assessment evidence gathered during the years and is out of line with the performance of other candidates with similar profiles.

It is not sufficient for a candidate's final award to be below the level anticipated in light of any estimates submitted to SQA or that achieved in a prelim examination. The expectation is that there will be *compelling evidence from all aspects of assessment*: i.e. class tests, Unit tests, coursework and any prelim examination.

In particular, a clerical check and/or marking review will **not** be requested where:

- the candidate has not passed one or more of the component Units of the course.
- the candidate's final award is in line with the estimate previously submitted to SQA by your child's school/centre

- the final award is within the same Grade as that predicted by the assessment evidence held by the school/centre
- the candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced.

In general terms, your son/daughter's school/centre will submit a request when the assessment evidence is consistent and points to an award at least two Bands above the final award.

A request cannot be submitted if the candidate has already been through the Exceptional Circumstances Consideration Service.

Decisions about eligibility for the Post-Results Service will be taken by the Head Teacher based on advice by the relevant Principal Teacher or Head of Faculty and in conjunction with the SQA Co-ordinator.

If a candidate is dissatisfied with the decision taken by the school/centre, they can ask for the decision to be reconsidered. This request must be submitted in writing to the school's SQA Co-ordinator at least 7 working days prior to (date). This will be considered by the Headteacher.

Only your child's school/centre can submit a request to SQA. Parents and candidates cannot submit a request.

The SQA charges the school/centre for all Post-Results Service requests where the candidate's grade remains unchanged following the clerical check and/or marking review.

Schools will not accept offers of payment from parents/carers relating to Post-Results Service requests.

I hope that the details above help to clarify the purpose of, and procedures involved, in the new SQA's Post-Results Service. Finally, I would reiterate the point that the SQA's own internal checking systems are carried out with the utmost rigour and that the requirement for clerical checks and/or marking reviews is expected, therefore, to be exceptionally low.

Yours sincerely



Tony Bragg
Quality Improvement Officer and SQA Co-ordinator

SQA Results 2018



Please find below useful information for your SQA results:

Issue	Information	Action
SQA Results	You will receive your Scottish Qualifications Certificate (SQC) by first-class mail on Tuesday 7 August .	
My SQA	The SQA provides this service to answer common questions. If pupils want to receive their exam results by email and text on Tuesday 7 August 2015 they have to activate their MySQA account at www.mysqa.org.uk by 17 July 2015 at 5pm.	Website: https://www.mysqa.org.uk/cs8/content/secure/my_homepage.jsp
SQA exam certificate	SQA's Candidate Advice Line will be available from Tuesday. Pupils/parents can ring this line for advice on the content and layout of the SQA certificate.	Telephone: 0345 279 1000 E-mail: customer@sqa.org.uk Website: www.sqa.org.uk
Future Career	If pupils need advice about their future career journey such as apprenticeships or going to college or university – they should make a free call to the Skills Development Scotland (SDS) Exam Results Helpline or visit the website. The Exam Results Helpline will run on 7 & 8 August. It will be open from 8am-8pm and on 9 to 15 August from 9am-5pm daily.	Telephone: 0808 100 8000. (8am to 8pm) Website: www.myworldofwork.co.uk/examresults Pupils can also see their Pupil Support Teacher to arrange an appointment with Mrs Wilson, the Careers' Advisor.
SQA Post-Results Service	<p>The SQA post-results service is for candidates the school believes that there is a reasonable possibility that an error may have occurred. It is not sufficient for a pupil to believe their final grade should have been higher.</p> <p>Please be aware that requests to the SQA Post-Results Service will only be made in exceptional circumstances in the belief that there has been an error in the marking of the exam paper. For further details, please refer to SQA Frequently Answered Questions for the Post-Results Service.</p> <p>The Post Results Service involves a clerical check and/or a marking review of the examination paper (no alternative evidence is sent to SQA). A clerical check and/or marking review will not be requested where:</p> <ul style="list-style-type: none"> • the candidate has not passed one or more of the component Units of the course. • the candidate's final award is broadly in line with the estimate previously submitted to SQA by the school • the final award is within the same Grade as that predicted by the assessment evidence held by the school (eg, achievement of band 2 is a Grade A and no request can be made to upgrade this to band 1 which is also Grade A) • the candidate's performance has shown inconsistencies during the year such that the final award falls within the range of performance evidenced <p>Decisions about eligibility for the Post-Results Service will be taken by the Head Teacher based on advice by the relevant subject Principal Teacher in conjunction with the SQA Co-ordinator (Mr Auld).</p> <p>The check/review can lead to a change of grade either up or down and parents will be required to sign a disclaimer to indicate that this is understood before the school would proceed.</p> <p>A request cannot be submitted if the candidate has already been through the Exceptional Circumstances Consideration Service.</p> <p>Referrals to this service will be bound by Falkirk Council's Post-Results Service policy which can be found on the school website.</p>	<p>SQA Frequently Answered Questions: https://www.sqa.org.uk/sqa/72074.html</p> <p>To request the Post- Results service: Email: lhssqa@falkirk.gov.uk</p> <p>Please provide the following details:</p> <ul style="list-style-type: none"> • Name of pupil • Form Class • Subject and level (eg Higher Maths) • Type of request: clerical check or marking review • Reason for requesting referral <p>Requests will be considered on 17 and 18 August</p> <p>Urgent requests to the Post Results Service must be received by email before Wednesday 15 August. These results will have a bearing on a pupil entering a course (eg UCAS conditional exam results) please mark your email "Urgent Request" and provide one additional piece of information:</p> <ul style="list-style-type: none"> • University applied for (eg Glasgow) • Course applied for at University (eg Law)

Larbert High School Support	If you require additional support regarding any issue that has NOT been covered above then please contact the school via email with your enquiry. Most commonly this will be if a pupil has not received their SQA Certificate.	Email: lhssga@falkirk.gov.uk Please state pupil name and Form Class.
UCAS: University places and getting new courses	Pupils can track if they have been accepted for their University course on the UCAS Apply website: www.ucas.com/apply If pupils do not get the result they need for the course they applied for they can look for new courses in the CLEARING system. <i>Please see below for further information about the UCAS Clearing system.</i>	UCAS Apply website: www.ucas.com/apply The UCAS website also tells pupils all they need to know about clearing: www.ucas.com UCAS Helpline: 0371 468 0468 for expert help and advice.

UCAS: Clearing system

How Clearing works

The idea is you identify courses (with vacancies) that interest you and contact the course providers (ie Universities) directly to see if they will offer you a place. You'll know you're in Clearing if your Track status says '**You are in Clearing**' or '**Clearing has started**'.

If your Track doesn't say either of these yet, it might just be waiting for your results to update – get in touch with the universities/colleges if it's taking a while – they might still be considering you, even if your results are a bit lower than required.

See what courses are available

The official vacancy list is online. Consider different subjects – you don't have to stick with your original ideas.

The online list is updated continually – you might not find the exact uni/colleges/courses you're looking for – some might be full, but some might get vacancies later on, so keep checking back.

Talk to any universities or colleges you are interested in

Give them your **Clearing number** (located on the welcome and choices pages in Track), and your Personal ID number which will let them see your application online.

Ask if they'd accept you – they might reconsider you (maybe even for the same course) even if you applied to them earlier in the year.

Get informal offers over the phone – maybe from a variety of universities and colleges – then decide which you want to accept.

Take a look around – if you have time it's the best way to see what a university/college is like – most will be happy to meet you and show you around.

Click **Add clearing choice** and fill in the course details by the date the university/college gave you on the phone.

This counts as you definitely accepting the offer, so if they confirm it'll show as an acceptance on the choices page of Track and you will be sent a confirmation letter. Please only add a Clearing choice once you've had confirmation from the university that they're happy to consider you.

You can only add one choice at a time, but if the university/college doesn't confirm your place you'll be able to add another.