

Larbert High School

Carrongrange Avenue
Stenhousemuir
Larbert
FK5 3BL
T: (01324) 554233 / F: (01324) 503551
E: larberthighschool@falkirk.gov.uk
W: www.larberthigh.com



Falkirk Council
Children's Services

Rector: Jon Reid

27 June 2017

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 Wednesday 28 June. School will close for the summer holiday on Friday 30 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 2016 – 2017: the new session begins on Wednesday 23 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.

SQA Examination Results: the results will be issued to pupils on Tuesday 8 August. Staff will be in school on this day to assist with any problems that arise, such as results not being received. On Friday 11 August key staff from our Pupil Support team, Skills Development Scotland and Forth Valley College will be in school to support pupils following their results and to discuss their options. Please email john.doherty@falkirk.gov.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.

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 6 September and the Senior Phase ceremony will take place the following evening on Thursday 7 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

Sealock House

2 Inchyra Road, Grangemouth, FK3 9XB

Phone:6600 Fax:01324 506601 Email:tony.bragg@falkirk.gov.uk



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.

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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

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