



NQ Appeals 2011

Information for Candidates and Parents

A candidate's school or college can submit an Appeal if he or she does not do as well in an exam as expected. There are two important things to remember about Appeals:

- ◆ They can only be made by the school or college — candidates, their parents or representatives cannot submit Appeals.
- ◆ The only basis for an Appeal is that the school or college has evidence that demonstrates the candidate's ability to achieve a higher grade than they achieved during the examination. Exceptional circumstances are not taken into consideration when an appeal is reviewed.

There is more information on Appeals at www.sqa.org.uk/appeals.

How do I qualify for an Appeal?

A unique feature of the Scottish qualifications system is that it allows results to be reconsidered on the basis of alternative evidence. This could be, for example, work you produced during the Course. The evidence must clearly show a consistent, higher performance than you achieved in the exam.

We provide schools and colleges with information on how to generate appropriate evidence in *Estimates, Absentees and Assessment Appeals* (available on our website at www.sqa.org.uk/appeals). As part of this information, we tell them that they should not submit an Appeal unless they are confident that they have sufficient and appropriate evidence to support it.

Before you sit your exams, your school or college will have submitted an estimate of the result they expect you to achieve. The estimate will be based on available evidence. If you do not achieve the result that the school or college estimated, the school or college can submit an Appeal, provided that:

- ◆ you attempted all parts of the examination (including any coursework, etc that has to be submitted)
- ◆ your school or college has sufficient and appropriate evidence to support its estimate of your performance

Who can request an Appeal?

Only the school or college who entered you for the exam can submit an Appeal. You cannot make an Appeal directly and neither can your parents or any other representative.

How does the Appeals process work?

After certificates are issued in August, we will provide your school or college with the paperwork they need to submit Appeal requests. There are full details of the deadlines for submitting requests on our website, and in the information we send to schools and colleges.

We review Appeals for Higher and Advanced Higher first - in September. We look at Appeals for Intermediate 1 and 2 and Standard Grade in October.

What if I need to know the result of my Appeal to secure a university or college place?

If you need to know the outcome of your Appeal for entry to higher or further education, you need to tell your school or college as soon as possible.

Your school or college will then mark your Appeal as urgent, and we will process it as soon as possible. We will do our best to tell your school or college, and the relevant college or university, the result by 20 September.

How will SQA process my Appeal?

Teams of subject experts will look closely at the alternative evidence that your school or college submits. If necessary, they will also look again at your original exam script.

If your evidence is sufficient and appropriate, this will give the examiners a detailed picture of your performance during the Course. They will use this to make a final judgement on what grade to award you.

When will I get my results?

We will tell your school or college the result of your Appeal by the dates below and they will then pass this information on to you.

- ◆ Urgent Appeals (for entry to higher or further education courses) by 20 September
- ◆ Higher or Advanced Higher Appeals by 23 September
- ◆ Intermediate 1, Intermediate 2 and Standard Grade Appeals by 4 November

If my Appeal is unsuccessful, will I be told why?

If your Appeal has not been successful, we will provide feedback to your school or college. You should talk to your school or college if you would like to see this information.

If my Appeal is successful, when will I get a new certificate?

We will issue your replacement certificate by the end of November (though, as we have said, you will know your result before this).

More information

There is more information about the Appeals process on our website at www.sqa.org.uk/appeals.

If you can't find the answer to your query there, you should talk to the teacher or lecturer in your school or college who is responsible for SQA examinations.