



# Madras College

## Marking Review Procedures

**There are two types of Marking Review:**

- 1. Priority**
- 2. Standard**

### **Priority**

**For those (mostly last year's S6) who require grades urgently for university applications.**

### **Priority Marking Reviews (Last year's S6 - usually)**

- Must be handed in as soon as possible after the 6<sup>th</sup> August Results Day**
- The window closes on 16<sup>th</sup> August when the school is still on Holiday**
- Should you wish a priority review please contact the school office for a Marking Review Form or complete the form attached with this document- please hand in on 6<sup>th</sup> or 7<sup>th</sup> August.**

### **Standard Marking Review (those staying on at school)**

- All other Review Requests can be dealt with in school time- the closing date being 27<sup>th</sup> August when school is in session.**
- These are SQA dates and so please submit your request in good time.**



# MADRAS COLLEGE

## Remark Procedures

Step	Rationale	Responsibility
<ul style="list-style-type: none"> <li><b>It is essential that the candidate makes a request and completes the consent form.</b></li> </ul> <p>The request must be made to the school's SQA co-ordinator.</p> <ul style="list-style-type: none"> <li>PTCs/Teachers cannot make a remark request.</li> <li>The request must also be made by the deadline as imposed by the school.</li> </ul>	<ul style="list-style-type: none"> <li>SQA requires candidates to consent to a marking review taking place. Candidate must acknowledge that a marking review could result in a grade being lowered and that they are willing to accept this risk.</li> <li>They must also accept that the school will transmit personal data to the SQA.</li> <li>The school cannot accept the risk on behalf of a candidate.</li> <li>The school's deadline will be earlier than that of the SQA. This is to ensure that due diligence can be given to each request that is received.</li> </ul>	<p>Candidate</p> <p>Candidate</p> <p>Candidate</p>
<p>Risk assessment is carried out:</p> <ul style="list-style-type: none"> <li>Is the candidate within four marks of a higher grade (IE grades 2, 4 or 6)?</li> <li>Working grades from the three reports are checked.</li> <li>Departmental estimate grade is checked.</li> </ul>	<p>The following criteria will be applied:</p> <ul style="list-style-type: none"> <li>If a candidate is more than four marks from the upper grade they may be just as likely to go down a grade as go up.</li> <li>If the working grades are consistently <u>above</u> the grade achieved in the final exam there is a <u>reduced risk</u> of a candidate being downgraded as a result of a marking review.</li> <li>If the working grades are consistently <u>below</u> the final grade there is an <u>increased risk</u> of a candidate being downgraded as a result of a marking review.</li> <li>If the estimated grade is <u>above</u> the grade achieved in the final exam there is a <u>reduced risk</u> of a candidate being downgraded as a result of a marking review.</li> <li>If the estimated grade is <u>below or in line with</u> the final grade there is an <u>increased risk</u> of a candidate being downgraded as a result of a marking review.</li> </ul>	<p>SQA co-ordinator</p> <p>SQA co-ordinator</p> <p>SQA co-ordinator</p>

Step	Rationale	Responsibility
<ul style="list-style-type: none"> <li>If, as a result of the risk assessment described above, it is felt that a marking review does not place a candidate at undue risk of being downgraded a marking review will be entered.</li> </ul>	<ul style="list-style-type: none"> <li>The SQA make it very clear that a marking review can result in a mark being downgraded. The marking review process is designed to prevent a mistake being made and an injustice done. Markers are just as likely to be overly generous as they are to be overly strict therefore our procedure ensures that the risk of a candidate being downgraded is minimised.</li> </ul>	<p>SQA co-ordinator (can consult with PTC, Rector)</p>
<ul style="list-style-type: none"> <li>Marking review entered into SQA Connect by the SQA deadline.</li> </ul>	<ul style="list-style-type: none"> <li>The SQA will not consider any request made after the published deadline.</li> </ul>	<p>SQA co-ordinator.</p>
<p>Means of appeal</p> <ul style="list-style-type: none"> <li>If the school believes it is too risky to make a marking review on behalf of a candidate the marking review will be refused.</li> <li>If a parent/candidate wishes to appeal they can make an approach to the Head teacher.</li> <li>If, as a result of this appeal, a marking review is put forward the parent/candidate will sign a form stating that they understand and accept the risk inherent in making such a marking review request and absolve the school from any blame should the marking review result in a downgrade.</li> <li>Any appeal must be made in advance of the school deadline.</li> </ul>	<ul style="list-style-type: none"> <li>The SQA requires schools to have an appeals system built into their marking review process.</li> </ul>	<p>Candidate</p>
<ul style="list-style-type: none"> <li>On publication of the marking review results PTCs will be responsible for letting current candidates know.</li> <li>If a candidate has left school it is their responsibility to contact either the PTC or SQA Co-ordinator to find out the result of their marking review.</li> </ul>		<p>PTCs</p> <p>Candidate</p>

## MARKING REVIEW POLICY

### *Rationale:*

The central motivation behind a Marking Review is to prevent an injustice being done. Madras College must collate evidence that indicates an injustice may have occurred before they will consider making a Marking Review request from the SQA.

As the potential for injustice applies to those who have been over-marked as well as for those who have been under-marked, Madras College will take a risk assessment approach to any Marking Review requests that it receives. A candidate's grades can be reduced as a result of a Marking Review and so Madras College's policy will place the safety of a candidate's given grade at the heart of its decision when considering a Marking Review request.

If the school feels that the evidence it possesses indicates that a Marking Review would result in the lowering of a candidate's final grade it will advise against the request. A candidate's final mark, their working grades and final estimate will be used to determine the risk associated with a Marking Review.

The request for a Marking Review to take place must be made in advance of the published SQA deadline. It must be made by the candidate and ideally carer/parent and must be made in writing (a pre-prepared consent form will be made available). **Given the potential for a candidate's grade to be reduced and the need to comply with data protection regulations Madras College staff cannot make a Marking Review request on behalf of a candidate. If the school does not receive the request in writing in advance of the SQA's deadline a Marking Review request cannot be made.**

Should a Marking Review request be challenged on the grounds that it places a candidate's grade at too great a risk of being reduced an appeal can be made to the Rector of Madras College. This appeal must be made in writing and must declare an understanding and an acceptance of the risk inherent in such a request (a pre-prepared consent form will be produced for this eventuality).

Should a candidate and parent feel that their final grade is below what they would have expected (based on the totality of evidence from the year), they may make a Marking Review request.

This request must:

- be made in writing,
- be signed by the candidate concerned. While we would like a parental signature in addition to the candidate's we will accept a request with just a candidate signature,
- make it clear that candidate and parent understand and accept that a Marking Review can result in a grade being increased or decreased,
- be made in advance of the published deadline (a consent form will be available).

Once the request has been made the school will scrutinise:

- working grades from throughout the year,
- candidate's component marks,
- final estimate.

A risk assessment will then be carried out on the following basis:

- if a candidate is more than four marks away from the upper grade there is an enhanced possibility that the grade could be reduced following a marking review,
- if a candidate's working grades and estimates from throughout the year are below their final grade there is an enhanced risk of a candidate's grade being reduced following a marking review,
- if a candidate's working grade and estimates from throughout the year are above their final grade there is less risk of a candidate's grade being lowered following a marking review.

If the school feels that there is a low risk of a grade being reduced then a marking review may be supported by the school.

Should a marking review be challenged following a risk assessment, the candidate and parent may appeal this decision. The appeal should be made in writing to the Head teacher and should make clear that:

- candidate and parent understand and accept the increased risk to the candidate's given grade that such a marking review could entail,
- candidate and parent acknowledge that the request is contrary to the advice given by Madras College.

The appeal letter must be signed by both candidate and parent.

The appeal must also be made in advance of the SQA's published deadline. The deadline will be made available to candidates and parents once it has been confirmed by the SQA.

On publication of the results of the marking review Principal Teachers will inform candidates of whether their grade has changed or not.

Candidates who have left Madras College should contact the school to find out the result of a Marking Review. Madras College will not contact them.

## MADRAS COLLEGE MARKING REVIEW CONSENT FORM

Name of candidate	
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Subject for which a marking review is being requested	
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Estimated Band		SQA Band Grade	
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I understand that any request will be subject to scrutiny on the part of Madras College before a Marking Review request is made and that candidate information will be shared with the SQA.

I also understand that the grade could be reduced as a result of this request and that any Marking Review decisions made by the SQA are final.

I also understand that this request must be made in line with the published deadline of the SQA.

Signed (candidate – mandatory)	
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Signed (parent - optional)	
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Date	
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### For Madras College use only

Total Mark	
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Marks below boundary	
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Estimated Band	
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Proceed with request?	Yes		No	
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**MADRAS COLLEGE MARKING REVIEW**  
**LETTER OF APPEAL**

Dear Mr McClure

I understand that my son/daughter \_\_\_\_\_ 's Marking Review request has been declined following a risk assessment.

I wish to appeal this decision.

I understand that this is contrary to the advice given by Madras College. I also understand that, with this request, there is an enhanced risk of my son/daughter's final grade being reduced. I am willing to accept this risk.

Signed (parent/carer – mandatory)	
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Signed (candidate - mandatory)	
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Date	
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**For Madras College use only**

Proceed with request?	Yes		No	
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Completed	
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