

Inverness College UHI Post Certification Review Request ('Appeals' against SQA National 5 and Higher Results): Information for candidates

Post Certification Review is the name for the service SQA have for students to appeal the grade they have been awarded. This takes place after students have received their results on 4th August 2020.

Students concerned about their results may contact the College to request that a Post Certification Review request (appeal) be submitted on their behalf.

A student is eligible for review only when they have been awarded a lower grade than the grade estimated by their centre. The review may result in the students' grade going up, staying the same or going down.

Please note that SQA will only accept Post Certification Review requests from the College. **SQA will not enter into any correspondence directly with students or parents/carers.** All requests **must be submitted via the College.**

Students can make a **priority** review or a **non-priority** review.

Priority reviews can only be made for **candidates who have been given a conditional offer** of a place at College or University, which is dependent on their results. Candidates will be asked for the name of the College/University including contact name and email address and the programme for which they have been given a conditional offer.

All other requests will be non-priority.

1. Deadlines for making a request

- Priority Review requests must be made by 4pm on Thursday 6th August 2020.
- Non-priority requests must be made by 4pm on Thursday 13th August 2020.

2. How to make a request

Requests should be made by contacting the Student Support Team on: 01463 273460. There is no charge to the candidate for making a request, however, the College will only progress those requests that meet the relevant criteria (see information below).

3. Criteria for Post Certification Review

Inverness College UHI must ensure the following prior to submitting a Post Certification Review request to SQA:

The student is eligible for the service. SQA will display this information to us.

Assessment evidence is available that demonstrates performance at a higher grade than that awarded by SQA.

ICUHI has discussed our intention to submit the review request if not asked for by the student themselves, and informed them of possible outcomes.

The student has given consent for the review to take place; and they understand how the outcome will be shared with UCAS and / or appropriate FE and HE institutions.

Inverness College UHI will submit requests only on the basis of assessment evidence. It cannot do so on compassionate grounds or, for example, because entry to higher education is conditional on a particular award.

Further information about the SQA Results Services can be found at:

<https://www.sqa.org.uk/sqa/94420.html>

Decisions about eligibility for the Post-Certification Review will be taken by the Head of Centre and/or their nominee based on advice from the relevant Head of School and in conjunction with our SQA Co-ordinator.

4. What happens during a review?

The evidence you have produced throughout your course will be reviewed by SQA examiners.

5. Notification following a Post-Certification Review request

Priority requests

Candidates requesting a priority Post-Certification Review request will be contacted by the College by 5pm on Friday 7th August and informed whether their request will be progressed. If the request is progressed, SQA will inform the College and UCAS of the outcome by Friday 4th September 2020.

Non-priority requests

Candidates requesting a non-priority Post-Certification Review request will be contacted by the College by 5pm on Friday 14th August 2020 and informed whether their request will be progressed. If the request is progressed, SQA will inform the college of the outcome. This date has not yet been confirmed.

6. Appeals against a college decision not to progress a request

Should Inverness College UHI decide not to progress a Post Certification Review request, and the candidate is dissatisfied with that decision, then the candidate can appeal. Such appeals must be submitted via email to the Quality Department:

quality.ic@uhi.ac.uk

Appeals against a decision not to submit a **priority** Review request must be received by the quality unit by 4pm on Wednesday 12th August 2020.

Appeals against a decision not to submit a **non-priority** Review request must be received by the quality unit by 12 noon on Wednesday 19th August 2020.

The appeal will be considered by a member of the Senior Management Team.
Appeals will be considered on the basis of the criteria set out below and will be final.