



## Results Services Timeline August 2018

Please note that results services can only be used if the school is concerned that a marking error may have affected the grade awarded by SQA.

Hamilton Grammar

Date	Event	What happens then?	What Happens next?
Tuesday 7 August	Pupils receive certificates by post and text message.	School reviews results. DO NOT CONTACT SCHOOL REGARDING RESULTS UNTIL TUESDAY 14 AUGUST. Former S6 or S5 pupils should contact the Faculty Head/Principal Teacher subject AFTER 2PM on TUESDAY 14 AUGUST.	Faculty Heads/ PT subject review departmental results and consider individual cases for SQA Results Services.
Monday 13 August	Pupils interviewed at allocated time to review subject choice affected by exam results.	Requests to change subjects will be considered by Pupil Support and Senior Leadership Team.	
Tuesday 14 August	Teachers return to school.	NOTHING CAN BE DONE BEFORE THIS DATE. Pupils inform Faculty Head/Principal Teachers if they think a marking error affected their grade. PRIORITY MARKING REVIEWS: Pupils MUST inform Faculty Head/Principal Teachers subject on this date if they wish to be considered for a Priority Marking Review (for entry into further education).	
Thursday 16 August	Pupils return to school.	Updated timetables issued.	
Thursday 16 August	Departmental requests for results services submitted to SQA Coordinator (Mr Heeps).	SQA Coordinator and Mr Sives (Headteacher) meet to discuss each Results Services case.	Consent letters issued if request accepted. Parents contacted if request rejected.
Friday 17 August	Priority Marking Review consent letters must be returned to Mr Heeps.	SQA Coordinator processes Priority Marking Review requests on SQA Connect.	Priority requests must be with SQA by <b>Friday 17 August.</b>
Thursday 23 August	Marking Review/Clerical Check consent letters must be returned to Mr Heeps.	SQA Coordinator processes Marking Review/Clerical Check requests on SQA Connect.	Marking Review/ Clerical Check requests must be with SQA by <b>Tuesday 28 August.</b>
Monday 27 August	Schools receive outcome of priority marking reviews from SQA.	Faculty Heads/PT Subjects inform all pupils of the outcome of priority marking reviews – including pupils who have left school.	
Friday 28 September	Schools receive outcome of marking reviews from SQA.	Faculty Heads/PT Subjects inform all pupils of the outcome of Results Services – including pupils who have left school.	Any revised certificates will be posted by SQA to pupils at the end of <b>November 2018.</b>