

Appeals: how the system works 2005

information for candidates



Appeals: how the system works

SQA is the only body of its kind in Europe that has a review process for candidates who did not perform as well in an examination as their school or college expected them to do. This leaflet will give you general information about SQA's appeals system, and answers the questions that candidates most often raise with us. If you need more detailed information, please ask the person in your school or college who is responsible for SQA examinations to help you.

How are appeals made?

Before you sit your examination, your school or college will have sent us an estimate of how they think you will perform. This estimate will be based on their assessment of work you have completed throughout the Course.

If, on the day of the examination, you do not achieve the result your school or college expected, an appeal can be submitted on your behalf — but only if:

- **you have attempted all parts of the assessment**
- **your school or college has sufficient and appropriate evidence to support their estimate**

You cannot make an appeal directly. Neither can your parents or other representative. Appeals can be made only by the school or college that entered you for the examination.

How does SQA deal with appeals?

Teams of subject experts will look closely at the additional evidence or work that your school or college submits. Where necessary, they will also look again at your original examination script. If your evidence is appropriate and was produced under required conditions (your school or college will forward the details to SQA), 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 know if my appeal is successful?

Higher and Advanced Higher appeals are considered first, usually in September. Appeals for Intermediate 1, Intermediate 2 and Standard Grade are considered in October. Your school or college will know the key submission dates that they have to meet.

We will tell your school or college what the result of your appeal is, by the dates listed, and they will then pass this information to you.

- urgent appeals for entry to Higher or Further Education courses by 20 September
- Higher or Advanced Higher appeals by end-September
- Intermediate 1, Intermediate 2 and Standard Grade appeals by mid-November

If your appeal has not been successful, we will provide information to your school or college to explain why.



Will I get a new certificate if my appeal is successful?

Yes. If your appeal is successful, we will issue a replacement certificate to you at the end of November.

How can I get more information about appeals?

You should contact the person in your school or college who is responsible for SQA exams and ask them for more information. You can also contact our Customer Contact Centre for general advice about the appeals process, but our Telephone Advisers cannot discuss the details of individual appeals (including your own) with you.



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