



**SQA POST RESULTS SERVICE: Information and Form for Candidate: AUGUST 2018**

The following information explains what happens where a Post-Results Service Request has been made to the SQA, on your behalf, for a Clerical Check or Marking Review to take place.

If the school places a Post-Results Request for you, then there will be three possible outcomes.

- **Your original grade could go down, so your final grade would be lower than the original grade you were awarded.**
- **Your original grade could be confirmed correct, so there would be no change to your grade.**
- **Your original mark could go up, so your final grade would be higher than the original grade you were awarded.**

In order to place a Post-Results Service Request, you must sign the form below. This tells the school that you have understood what the outcome may be, that you give your consent to the request for a Clerical Check and/or Marking Review to be made, and that you agree to pay the associated fee which will be billed through the Trust Office in autumn. Please note that these charges apply only where there is **no change** to your grade.

Fees are as follows: Clerical Check £10, Marking Review £29.75, Priority Marking Review £39.75.

**Closing dates apply:**

**Priority** Marking Review requests must be received by the school by Wednesday 15 August 2018.  
Clerical Check requests and Marking Review requests by Friday 24 August 2018.

Please note that the Marking Review and the Priority Marking Review both include a Clerical Check.

**REQUEST FORM for SQA POST RESULTS SERVICE 2018**

Please complete the following **three** sections and return to the school signed by **both** candidate and parent/guardian.

**Section 1**

**Centre & Candidate Information**

Centre Number: 8482438

Centre Name: Hutchesons' Grammar School

**Candidate's Full Name:** .....

**Scottish Candidate Number (SCN):** .....

**Candidate's Date of Birth:** .....

**Contact Telephone Number:** .....

**SEE OVER FOR SECTIONS 2 & 3**

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**Section 2**

**SQA Post-Results Request (service of a Clerical Check or Marking Review).**

Please **state clearly**, in the space below, do you wish a Clerical Check or a Marking Review?

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**State Subject & Level of Examination** (eg English Higher):

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**State Current Grade:** -----

***NB. Where a pupil has a place on a Higher Education course dependent on the result of the Marking Review, then a Priority Marking Review request may apply. For such a request, please state the following:***

**University/College:** -----

**Department and/or Contact Name where result must be sent:** -----

**Email address of University/College to whom result must be emailed:** -----  
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**Section 3**

**Information:**

Please note that SQA advise that Priority Marking Review Results will be released on 27 August 2018.

Similarly, Clerical Checks and Marking Reviews will be released on 28 September 2018.

Should there be a change to grades then a new certificate will be issued by SQA. This will be forwarded direct to the candidate at the end of November.

**Candidate's Statement**

*"I give my consent to the school to request a clerical check and/or marking review of the examination listed above. In giving my consent, I understand that the final grade awarded may be lower, the same as or higher than the grade which I was originally awarded. I understand that, should there be no change to the grade, I will incur charges as outlined above."*

**Candidate's signature**..... **Date:** .....

**Parent/Guardian signature**..... **Date:** .....

**SMT signature**..... **Date:** .....

**Examinations' Manager signature**..... **Date:** .....