

MADRAS COLLEGE
2016 – 2017 Marking Review Policy

Rationale:

The central motivation behind a Marking Review is to prevent an injustice being done. Madras College must possess compelling evidence that suggests an injustice has been done before they will consider making a Marking Review request of 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 pupil's grades can be reduced as a result of a Marking Review and so Madras College's policy will place the safety of a pupil's given grade at the heart of its decision to grant or deny 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 pupil's final grade it will not go ahead with the request. A pupil'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 pupil and parent and must be made in writing (a pre-prepared consent form will be made available). Given the potential for a pupil'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 pupil. 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 denied on the grounds that it places a pupil'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).

POLICY

Should a pupil 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 pupil concerned. While we would like a parental signature in addition to the pupil's we will accept a request with just a pupil signature.
- make it clear that pupil 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
- Pupil's component marks
- Final estimate

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

- If a pupil 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 pupil's working grades and estimates from throughout the year are below their final grade there is an enhanced risk of a pupil's grade being reduced following a marking review.
- If a pupil's working grade and estimates from throughout the year are above their final grade there is less risk of a pupil'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 will be made on a pupil's behalf.

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

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

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

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

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

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