

CROESYCEILIOG



SCHOOL

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Croesyceiliog School

WJEC Reviews and appeals of Centre  
Determined Grades

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Learning – Respect – Ambition

Dysgu – Parch – Uchelgais



## Croesyceiliog School

### WJEC reviews and appeals of Centre Determined Grades

Croesyceiliog School is committed to ensuring that students' work is marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Students' work will be marked by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Croesyceiliog School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

Students will receive their provisional Centre Determined Grades on Friday 18<sup>th</sup> June. If a student considers there may be an error in the determination of their grade, they should request their decision-making record. This has to be made to the school by 3pm Tuesday 23 June in writing. After reviewing this document students should only request a review if they consider an error has been made in determine the grade. The appeal process has three stages:

- ✓ **Stage 1** involves a centre review of the provisional centre determined grade on the grounds that there has been an error in the determination of the grade. Students must give a reason why they believe there has been an error in determination of the grade (Appendix 1).
- ✓ **Stage 2** will involve an appeal to WJEC on the grounds that the judgment the school has made is unreasonable and/or a procedural error has been made. Students must give a reason why they believe the school has made an unreasonable judgement and/or a procedural error. **This stage can only take place if a Stage 1 appeal has been made by the student.**
- ✓ **Stage 3** involves a request to Qualification Wales for an Exam Procedures Review Service (EPRS) to review whether WJEC has followed the required procedures. **This stage can only take place if Stage 2 has been made by the student.**

**Students must be aware that grades can go up, down or remain the same.**

#### The internal school review process

1. If a student require to see their decision-making record form they must request this by **3pm Tuesday 23 June 2021**, using the student decision-making record form that can be located on the school website [here](#).
2. Any reviews/appeals must be made in writing and received by the School before 3pm Tuesday 29 June 2021, using the Student Review Request Form that can be located on the school website or using this link. If a student does not request a review of their provisional grade by 3pm on the 29<sup>th</sup> June they are unable to request any reviews at a later date.
3. The Executive Headteacher will appoint a senior member of staff to conduct the review. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the review will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documentation.
5. The student will be informed in writing of the outcome of the review, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures by **9 July 2021**.
6. The outcome of the review will be made known to the Executive Headteacher and will be logged. A written record will be kept and made available to the awarding body upon request. Should the review bring any irregularity in procedures to light, the awarding body will be informed.

### Key dates

Provisional Centre Determined Grade release **18<sup>th</sup> June 2021**

Students request decision making records **by 3pm 23<sup>rd</sup> June 2021**

Students complete and return Centre review request form **by 3pm 29<sup>th</sup> June 2021**

### Appendix 1

The diagram below illustrates the standard path through a centre review.

