



27th May 2021

Dear Parents/Carers/Students

Re: WJEC Centre review and appeals process for 2021

Qualifications Wales and WJEC have communicated their expectations with schools regarding the appeals processes for qualifications this year. Throughout this period we have sought to provide a clear and transparent approach to ensure student confidence in the process. Consequently, this letter is designed to outline the key information and necessary steps where there is a concern over the grade determined at centre level.

There are three stages to this year's approach

- **Stage 1: Centre Review**

A student may request for a review of the provisional Centre Determined Grade on the grounds that there has been an error in the determination of the grade. Students must identify the reasons why they believe there has been an error in the determination of their grade. Students should be aware that grades can go up or down as a result of a review (and this amendment is binding at this stage);

- **Stage 2: Appeal to WJEC (following completion of stage 1)**

A student may appeal to WJEC on the grounds that the judgement that the centre has made is unreasonable and/or a procedural error has been made. Students must identify the reasons why they believe the centre has made an unreasonable judgement and/or a procedural error. Students should be aware that grades can go up or down as a result of an appeal to WJEC.

- **Stage 3: Examination Procedures Review Service (EPRS)**

A request to Qualifications Wales for an Exam Procedures Review Service (EPRS) to review whether WJEC has followed the required procedures.

Why there is a centre review

A review at centre (school) level is in place to ensure any errors may be addressed. This enables students to seek a review where they believe an **error has been made in the determination of their grade**. Students must state clearly where they believe an error has been made when submitting the review.

The centre determined grade is a judgement based on a balance of evidence that demonstrates the student's level of attainment, in line with published WJEC Qualification Assessment Frameworks, mark schemes and grade descriptors. Therefore, as the primary decision maker in determining the grade, the school has the opportunity to review its decision before any external party plays a part in the appeals process (e.g. WJEC and/or Qualifications Wales).

Key facts about the centre review process

- The centre review is an opportunity for students to request a review where they can identify an error in the determination of their grade – the focus is on the overall grade not on the marking of individual assessments. There is **no expectation** that centres re-mark assessments;
- Students are required to explain in simple terms the nature of the error when requesting a centre review;

- The centre review is not an opportunity for students to try and improve grades that have been determined fairly, in accordance with the centre’s assessment and quality assurance processes. Therefore, students should only request a review where they consider that the error has had a material effect on the accuracy of the grade, based on the evidence used to determine the grade. In other words, and as previously communicated, students are not able to use additional evidence and/or substitute evidence which may be of a higher standard;
- The centre review is an opportunity for the school to check they have not made any errors in the determination of the grade; and
- Grades can go up or down following the centre review and, post-review grades will be submitted to the WJEC.

Why stage 1 is taking place prior to the end of the summer term

The appeals process requires centres to provide students with their **provisional** centre determined grades before the end of June and for the centre review stage of the appeals process to take place before the end of the summer term. Completing stage 1 prior to the end of the summer term is designed to reduce student anxiety resulting from the delay in admissions decisions which might occur. Furthermore, it is designed to ensure the process is deliverable, recognising that schools are closed during the summer holidays so any review is undertaken in a thorough manner, while planning for the number of potential stage 2 appeals in August.

Timeframe: Stage 1

The following timeframe is designed to ensure that students (and families) are aware of the deadlines for activities linked to review at stage 1.

| Deadline | Action |
|--|--|
| Friday 18 th June from 8.30am | Provisional Centre Determined Grades emailed to students |
| Wednesday 23 rd June no later than 3pm | Deadline for students to request their Subject decision making record In line with Qualifications Wales and WJEC procedures, students will have 48 hours to request the decision making record. A student may request to see a copy of the evidence produced to help determine the grade to support. However, a student would not be able to use other information or data as part of the review and therefore, for the purpose of the stage 1 review, it will not be possible for a student to request other information. All requests should be made by completing the Student decision making form request form |
| Tuesday 29 th June no later than 3pm | Deadline for students to indicate their intention of a Stage 1 Centre Review A student who seeks a Centre review of a grade will be required to demonstrate that an error has been made for the overall grade determined, rather than individual activities. Therefore, having reviewed the information, they should only request a review if they can identify where an error has been made in line with our published centre determined grade policy. |
| Friday 9 th July no later than 3pm | School to complete stage 1 review and communicate response to students. A review at stage 1 does not involve a remark of the evidence used. However, at this stage the school will check for any errors in administration, procedure or accuracy of grade awarded against the WJEC grade descriptors and Qualification Assessment Framework. The school will not be able to consider evidence outside of what has been |
| Thursday 12 th August from 9.00am | GCSE grades will be emailed to students , with instructions and support with next steps e.g. Stage 2 Appeals. |

Appeals beyond centre review

Beyond stage 1, appeals are managed independently of the school. However, the school will inform students of their right to request a Stage 2 appeal on completion of the centre review and, if requested, will submit the Stage 2 appeal on behalf of the student in August.

Stage 2: WJEC

Stage 2 appeals may be submitted to WJEC on the grounds of an unreasonable academic judgement (A centre determined grade will only be considered unreasonable if it is well outside the bounds of reasonable academic judgement and that the evidence cannot reasonably support the grade awarded) and/or procedural grounds. Students should be aware, that a Stage 2 appeal on grounds of unreasonable academic judgement cannot be submitted unless a Stage 1 centre review has been completed. Students are responsible for outlining the grounds and reasons for requesting the appeal, but the appeal must be submitted to WJEC by the school. It is important for students to understand that the grade can go up or down on appeal at stage 2.

Stage 3: Qualifications Wales

The Examination Procedures Review Service (EPRS) is a procedural review conducted by Qualifications Wales to check whether WJEC has complied with its own procedures and our regulatory requirements in the award of a qualification. The EPRS this year will remain focused solely on WJEC's compliance with regulatory requirements and their own procedures. Qualifications Wales **will not** review whether the centre has complied with its own policies or procedures or those set by WJEC for it to follow. That part of the appeals process will take place at Stage 2 by WJEC. Qualifications Wales **will not** review the accuracy of the grading decision and **will not** change any grades.

We recognise that this is a challenging process for everyone. However, please be assured we are, and will continue, to do all we can to support our students. Wellbeing and senior leaders will be available to support students on Friday 18th June, provisional grade results day, and on Thursday 12th August, GCSE results day, from 12pm-2pm via our grades helpline on 01633 645900. This is important as we recognise some students will require information and support on the centre review and appeals process should they believe their grade is incorrect.

Thank you for your continued support throughout the qualifications process this year. For further information please visit our school website [here](#).

Yours faithfully,

E. Lewis

Executive Head teacher

N. Williams

Assistant Head teacher, Lead on CDGs