

May 2021

Dear Parent/Guardian/Student (Year 11, 12 and 13)

### **Re: Information for students and families - centre review and appeals process 2021**

This year's alternative approach to awarding qualifications through centre determined grades has required a new approach to reviews and appeals for students.

Week commencing 21 May, Qualifications Wales and WJEC have set out expectations with schools and colleges regarding the appeals processes for qualifications this year. Consequently, this letter outlines key information, next steps where there is a concern over a centre determined grade.

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 at this point should be aware that grades can go up or down as a result of a review (and this amendment is binding at this stage). If an error is found the WJEC will be informed of the revised grade.

**Stage 2: Appeal to WJEC** (following completion of stage 1) A student may appeal to WJEC on the grounds that the judgement 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; and

**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 have a centre review**

A school review at centre 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 request.

In line with published WJEC Qualification Assessment Frameworks, mark schemes and grade descriptors the centre determined grade is a judgement based on a balance of evidence that demonstrates the student's level of attainment. Therefore, the school as the primary decision maker in determining the grade, has the opportunity to review its decision before any external party becomes involved in the appeals process via **stage 2** WJEC and/or **stage 3** Qualifications Wales.

#### **Key facts on 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 so the issue is made clear;
- 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.

#### **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 allowing our school to verify judgements have been appropriately applied. 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.

<b>Timeframe: Stage 1</b> The following schedule is designed to ensure that students and families are aware of the deadlines for activities linked to review at stage 1.	
<b>Deadline</b>	<b>Action</b>
Friday 18 June	Provisional Centre Determined Grades <b>emailed to students.</b>
Monday 21 June no later than 9.30am	<b>Deadline for students indicate their intention of Stage 1 Review.</b> In line with Qualifications Wales and WJEC procedures, students will have had over 48 hours to review prospective grades and the opportunity to request the subject(s) decision making record. A student may request to see a copy of the evidence produced to help determine the grade. Students are not able to use additional evidence and/or substitute evidence which may be of a higher standard 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 directed to CDGSummer21@llantwitschool.org.uk
Monday 28 June no later than 12.00pm	Deadline for <b>students to provide written evidence</b> for a grade review. All reviews should be directed to CDGSummer21@llantwitschool.org.uk. A student who seeks a 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. The review will be overseen by Headteacher Mrs Greville.
Wednesday 9 July	School to <b>complete stage 1 review</b> 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. Evidence outside of what has been used to determine the grade in the decision making record will not be considered.
Tuesday 10 August from 9.30am	<b>AS and A Level Results Day</b>
Thursday 12 August from 9.30am	<b>GCSE Results Day</b>

Yours faithfully



**Mr D L Davies**  
**Assistant Headteacher**