

SUMMER 2021 CENTRE DETERMINED GRADES
CENTRE REVIEW AND APPEALS
LEARNERS AND PARENTS/CARERS GUIDANCE
(WJEC GCSE, AS and A Level, Skills Challenge Certificate)

1. INTRODUCTION

Learners' grades for summer 2021 are based on Centre Determined Grades. The grade is a holistic judgement based on the balance of evidence that demonstrates the learner's level of attainment. As with other processes this year, the appeals process is an exceptional arrangement resulting from the cancellation of examinations due to the COVID-19 pandemic. Learners may request a centre review and subsequent appeal to the WJEC where they believe an error has been made in determining their grade. Learners must state clearly where they consider an error has been made.

As grades are awarded based on a holistic judgement underpinned by evidence, there is no review of marking or reviews of moderation service in summer 2021. The focus is on the holistic grading judgement rather than the marking of individual assessments. A centre review and appeal may result in a learner's grade remaining the same, being raised or being lowered.

2. AN OVERVIEW OF THE THREE STAGES OF THE CENTRE REVIEW AND APPEALS PROCESS

There are three stages to the process:

Stage 1 Centre Review (pre-results)

Stage 2 Appeal to WJEC (post results)

Stage 3 Qualifications Wales Exam Procedures Review Service (EPRS)

3. STAGE 1 – THE CENTRE REVIEW STAGE

- 3.1. Learners will receive their provisional CDGs for all WJEC awarded qualifications on 17th June 2021. At this point, pupils will be able to consider if an error has been made ‘which has had a material effect on the accuracy of one or more of their provisional CDGs’.
- 3.2. Where a pupil feels there has been an error, they can request a copy of the Learner Decision Record (LDR) for the subject(s) they consider inaccurate or unreasonable. This request must be made within 48 hours of receipt of the provisional CDGs. We will only accept requests for LDRs in writing, that are sent to: cdgreview@cantonian.org
- 3.3. The updated guidance on Appeals states that learners must be allowed 5 working days from receiving the information (LDR) to submit their request for a centre review. Please note that requests for a Stage 1 Centre Review will only be accepted if the Centre Review and Appeals Request Form (Appendix 1) is completed and sent to cdgreview@cantonian.org within 5 days of receipt of the LDR request.

The Centre Review and Appeals Request Form (Appendix 1) requires learners to provide a brief and clear explanation of the error they believe has occurred at the beginning of the process. The Centre (Cantonian High School) will base its review on the information provided by the learner. Learners must give their written consent prior to a review being undertaken as their provisional grade could go down, up or stay the same as a result of a centre conducting a review.

Please note that

‘Learners are not able to negotiate which evidence is included in the range of evidence used to determine their grades. This is not an opportunity for a learner to request that an assessment is replaced with an alternative assessment.’

‘Qualification grades in summer 2021 are determined on holistic judgements via a grade based system rather than a mark based system. Schools and colleges are not expected to remark assessment(s).’ (WJEC Guidance on Centre reviews and Appeals, May 2021)

The deadline for submitting a Stage 1 Centre Review is Monday 28th June (3pm). Any request for a Stage 1 Centre Review received after this date will not be accepted.

3.4. The school's nominated staff members to oversee the review of grades at Stage 1 are Mr C Woolley, Assistant Headteacher, and Mrs D Gallop, Examinations Officer. Please note that the original decision maker can be part of the process to check whether an error was made and 'there is no expectation that the centre should source an independent subject expert as part of the process.'

The outcome of the review will be to confirm whether or not there was an error.

- If an error is identified, the outcome may be that the provisional grade will stay the same, go down or go up.
- If an error is identified, it may not necessarily result in a change of grade as the error may not be sufficient to change the grade.
- If the review results in a grade change, the Centre (Cantonian High School) will inform the WJEC and the WJEC will correct the grade.
- The Centre (Cantonian High School) will inform the learner of its decision in writing and include the following information:
 - a) whether or not there was an error
 - b) a reason for the decision
 - c) whether there was a grade change and, if so, what the new grade is
 - d) a reason for the grade change, or lack of change
 - e) information on the next steps if a learner wishes to escalate the appeal to Stage 2 - an appeal to WJEC.

If a learner does not agree with the centre's decision, there is no further internal centre review and the school will not enter into any further discussion regarding the Stage 1 challenge. The escalation is to the WJEC Stage 2 appeal.

3.5. Learners can ask the Centre (Cantonian High School) to submit an appeal to the WJEC as the next stage (Stage 2) in the Appeal and this must be submitted by no later than 17th September 2021.

3.6. Year 13 Pupils: For those learners who have a higher education placement pending, they will be able to request a **Priority Appeal** and this will be submitted to the WJEC no later than 23rd August. Any learner who submits a priority appeal request must include their **UCAS personal identifier reference number** on the appeal request form in order for it to be processed as a priority appeal.

4. STAGE 2 – APPEAL TO WJEC

- 4.1.** Learners may request that the Centre (Cantonian High School) submits a Stage 2 appeal to the WJEC if they consider that an error persists following the outcome of Stage 1. An appeal may also be made if the learner, following a discussion with the Centre, considers that the WJEC has made an error. For example, the Centre confirms that they submitted a provisional C grade, and the grade issued by WJEC was a D.
- 4.2.** Learners and parents/carers cannot appeal directly to the WJEC and must submit a request to the Centre (Cantonian High School) using the Application for Stage 2 WJEC Appeal form (appendix 2) and emailing it to cdgreview@cantonian.org. Any request received via alternative methods will not be submitted.
- 4.3.** It is advised that Stage 2 Appeal requests be submitted to the Centre (Cantonian High School), as per 4.2, before 14th July 2021 for Priority Appeals (Year 13 / HE placements) or on the WJEC results day.
- 4.4. Priority Appeals** (Stage 2 WJEC) must be submitted to the Board by no later than 23rd August 2021. **Non-priority appeals** (GCSE / AS Year 12) must be submitted no later than 17th September 2021.

Any learner who submits a priority appeal request must include their UCAS personal identifier reference number on the appeal request form in order for it to be processed as a priority appeal. Candidates should also notify their university or other higher education establishment that they have requested an appeal.

- 4.5.** The Qualifications Wales and WJEC guidance regarding the Stage 2 (WJEC) and Stage 3 (Qualifications Wales Exam Procedures Review Service) can be found here: <https://www.qualificationswales.org/media/7473/information-for-centres-on-centre-reviews-and-appeals-in-summer-2021.pdf>

5. TIMESCALES AND SUMMARY

Thursday 17th June 2021	Centre Determined Grades Provisional results issued
Monday 21st June (3pm)	Learner Decision Record request deadline
Monday 28th June (3pm)	Stage 1 Review (Appeals) request deadline (Cantonian High School)
Wednesday 1st July 2021	Stage 1 Review outcome notification to learners/parents/carers
Wednesday 14th July 2021	Year 13 Priority Appeals (Stage 2) request (advisory deadline).
10th – 23rd August 2021	Priority (Year 13) Stage 2 submissions to WJEC
10th August – 17th September 2021	Non-priority appeals (GCSE, Year 11, Year 12 AS) Stage 2 submissions to WJEC.

APPENDIX 1

CENTRE REVIEW AND APPEALS REQUEST FORM

CANTONIAN HIGH SCHOOL SUMMER 2021 CENTRE DETERMIND GRADES:

CENTRE REVIEW AND APPEALS REQUEST FORM

(WJEC GCSE, AS and A Level, Skills Challenge Certificate)

Centre Name: CANTONIAN HIGH SCHOOL	Centre Number: 68718
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Candidate Name:	Candidate Number:
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Qualification title and level:

Provisional grade issued:

SECTION 1: APPLICATION FOR A REVIEW OF PROVISIONAL CENTRE DETERMINED GRADE

Please explain briefly and clearly what error you consider has taken place in determining your grade.

You should refer to the information in your learner decision making record. You should only provide information that is relevant to the error you consider has been made by the centre in the determination of your grade.

Please explain briefly and clearly how you consider the error has affected your grade?

Declaration

I confirm that I am requesting a review of my provisional centre-determined grade for the qualification named above. I understand that the centre review may result in my grade being lowered, raised or remaining the same.

I confirm that the information provided is accurate.

Candidate Name:

Signed:

Date:

APPENDIX 2

APPLICATION FOR STAGE 2 WJEC APPEAL REQUEST FORM

CANTONIAN HIGH SCHOOL SUMMER 2021 CENTRE DETERMIND GRADES

Are you applying for a priority appeal?*	Yes/No
If your university place is at risk you must provide your UCAS personal identifier*	
Do you have a Degree/Higher Modern Apprenticeship place at risk pending the outcome of the appeal?	Yes/No (if yes please provide details and date until which the offer is being held in additional information section below)

* Priority appeals are available for A Level and other Level 3 qualifications where a learner's place at university or higher education place is pending the outcome of an appeal. Please do not request a priority appeal unless your university or further education place is pending. Your UCAS personal identifier is the 10 digit code included in all correspondence from UCAS.

Grounds for appeal	Please tick
Centre administrative error	
Access arrangements or special consideration were not applied or considered when determining the grade	
The centre did not follow its centre policy/assessment plan in determining the grade	
The judgement in determining the grade was unreasonable	
WJEC error - the grade published on results day is different to the provisional grade issued by the centre	

Please provide any additional information that you have not included above regarding the error you consider has taken place in determining your grade.

You do not have to provide additional information. Any information provided must be clear, succinct and relevant.

Please provide any additional information that you have not included above regarding how you consider the error has affected your grade.

You do not have to provide additional information. Any information provided must be clear, succinct and relevant.

Declaration

I confirm that I am requesting an appeal against my grade for the qualification named above.

I understand that the appeal may result in my grade being lowered, raised or remaining the same.

If requesting a priority appeal, I confirm that my university or higher education place is at risk pending the outcome of the appeal.

I confirm that the information provided is accurate.

Candidate Name:

Signed:

Date: