



YSGOL CWM
BROMBIL



CDG appeals Policy 2021

May 2021

Policy Adopted:	
Policy Review Date:	
Additional Comments:	
Signed:	
(Chair of Governors)	

Statement of Intent

The purpose of the Appeals Policy is:

- to ensure that the process for appealing against a Centre Determined Grades (CDG) is conducted fairly and consistently
- to ensure clarity and transparency of processes to all stakeholders
- to ensure the operation of effective processes with clear guidelines and support for staff and students
- to ensure that all staff involved in the processes clearly understand their roles and responsibilities
- to ensure the centre meets its obligations in relation to equality and disability legislation
- to ensure we meet all requirements set out in the Special Regulatory Conditions, Joint Council for Qualifications and Awarding Organisation instructions for Summer 2021 qualifications.

It will be the responsibility of everyone involved in the generation of Centre Determined Grades to read, understand, and implement the policy.

The policy is based on the documents published by Qualifications Wales and WJEC in relation to the appeals procedures for 2021 (See Appendix 1 for list) and is relevant for all WJEC GCSE, AS and A Level qualifications and Skills Challenge Certificates.

1. Roles and Responsibilities

Every member of staff must understand and implement their role and responsibility according to the framework below:

- **Chair of Governors:** responsible for approving the policy with acceptance by the full Governing Body
- **Headteacher:** overall responsibility for the school as an examinations centre and ensuring clear and separate roles and responsibilities of all staff. The Headteacher must ensure that the appeals process is managed consistently and fairly.
- **Senior Leadership Team (SLT):** Senior leaders will provide clarity to the teaching staff, students and parents regarding the appeals policy. They will support in the centre review stage as necessary ensuring that there is support for Subject Leaders to carry out their roles.
- **Additional Learning Needs Co-ordinator (ALNCo):** The ALNCo will ensure that paperwork regarding Access Arrangements is collated available for use during the centre review stage.
- **Subject Leaders:** FLs will support Subject Leads and teachers in ensuring that the Decision Making Records (DMR) are accurate and have been quality assured, and that all evidence of work is collated securely, ready for access when needed. They will take part in the centre review stage as required, reviewing grades for errors.
- **Teaching staff:** Teachers will ensure Decision Making Records are completed accurately for each student. They will ensure that all evidence is collated and stored securely, ready for access when needed. They will take part in the centre review stage as required, reviewing grades for errors.
- **Investigating Officer (IO):** The IO will oversee the appeals process. He will manage the centre review requests from students, allocate to staff as required, and inform students of the outcomes. The IO will ensure sufficient administrative support to manage the process, including recording of appeal requests and outcomes; centrally storing all students' evidence, and collating and sharing the requests for evidence. The IO will process any appeals for the stage 2 of the appeals process.

2. Overview of whole appeals procedure

- 2.1 There are three stages to the Appeals process: Stage 1: Pre-results Centre review; Stage 2: Post-results WJEC appeal; Stage 3: EPRS review.
- 2.2 The school will manage the stage 1 section and will support students to access Stage 2 if needed.
- 2.3 Students can only access Stage 2 if they have already requested a Centre review.
- 2.4 Grades can remain the same, go up or go down during Stage 1 or Stage 2. Stage 3 will not review the accuracy of the grade and will not change any grades.

3. Stage 1 – Pre-results Centre Review

- 3.1 Students will receive their provisional grades on 17th June 2021.
- 3.2 Following receipt of the provisional grades, students may request a meeting with a member of the Senior Leadership Team to discuss any queries regarding the grades.
- 3.3 The student will have 2 working days from receipt of the provisional grades to request the Decision Making record (DMR) and will then have 5 days to request a centre review of a particular grade. The DMR indicates the provisional grade for each subject; the assessments used to create the Centre Determined Grade (CDG); the grade or mark for each assessment; the rationale for the overall CDG; whether access arrangements or any special consideration were applied in the assessments.
- 3.4 All requests for a centre review of the grade must meet the deadline given to students. The school will not consider requests received after the deadline.
- 3.5 The student should only request a centre review of the grade if they can show that an error has been made in determining the grade. The student must be able to explain what they have identified the error to be.
- 3.6 The student must complete the form in Appendix 2 to apply for a centre review of their grade. Only 1 grade can be requested to be reviewed on each form.
- 3.7 The student must sign the document to show that they understand that the grade may remain the same, go up or go down following the centre review.
- 3.8 The Deputy Headteacher in charge of curriculum be the investigating Officer (IO) and will manage the process of the centre reviews. The IO will maintain a record of all centre review requests; the outcome of the reviews and will communicate with the student the outcome.
- 3.9 The IO will identify the person necessary to process the requests e.g. Subject Leader, administrative support, and will liaise with them to undertake the centre review. They will review the error identified by the student and communicate the outcome of the review back to the IO.
- 3.10 The school will inform the student of its decision in writing and will include the following information:
 - 3.10.1 whether or not there was an error
 - 3.10.2 a reason for the decision
 - 3.10.3 whether there was a grade change and, if so, what the new grade is
 - 3.10.4 a reason for the grade change, or lack of change
 - 3.10.5 information on the next steps if a student wishes to escalate the appeal to stage 2 – an appeal to WJEC
- 3.11 If a student does not agree with the school's decision, there is no further appeal with the school. The escalation is to the WJEC Stage 2 appeal. The student must indicate to the school whether or not they are likely to escalate the appeal to stage 2.

- 3.12 The IO must report the number of centre review requests and number of changed grades at the end of the process.
- 3.13 The Subject Leader must ensure that any changed grades must be changed on the WJEC secure website.
- 3.14 All reviews must be completed by 1st July.

4. Stage 2: Post Results Appeal to WJEC

- 4.1 A student may appeal to WJEC if they consider that an error persists following the outcome of stage 1: the centre review. An appeal may also be made if the student, following a discussion with the centre, considers that WJEC has made an error (see Appendix 3 for flowchart).
- 4.2 A student may not appeal to Stage 2 of the process unless they have completed Stage 1. The only exception to this is if there appears to have been an error by WJEC in the grade and there is a difference between the provisional grade issued to the candidate by the school and the grade issued by WJEC on results day. This would need to be agreed by the school.
- 4.3 A student may appeal to stage 2 on the following grounds:
 - 4.3.1 A centre administrative or procedural error
 - 4.3.2 The grade is unreasonable
 - 4.3.3 WJEC made an error
- 4.4 A student must request a Stage 2 appeal through the school on the Stage 2 form (Appendix 4), clearly indicating their reason for an appeal. WJEC will not accept appeals directly from students or parents/carers.
- 4.5 The school must gather the evidence for the students who request a Stage 2 appeal and send the evidence to WJEC with the request for an appeal. This must include the student's work, a student's access arrangements or personal circumstances affecting their performance, which has been considered during the process of determining a student's grade or was deemed not to be relevant.
- 4.6 The school will communicate the results of the appeal to the student.
- 4.7 See Appendix 5 for the dates for the appeals window.

5. Stage 3: EPRS

- 5.1 The final stage of the appeals process is the EPRS. The EPRS will check whether WJEC has complied with its own procedures and Qualifications Wales' requirements.
- 5.2 The EPRS will not review whether the centre has complied with its own policies or procedures or those set by WJEC for it to follow as this part of the appeals process will have taken place at stage 2.
- 5.3 As in any other year, the EPRS will not review the accuracy of the grading decisions and will not change any grades.

6. Students and Parents/Guardians communications

- 6.1 The school will communicate with students and parents/guardians the details of the appeals policy, how to request the reviews of their grades and how they will receive their outcome.
- 6.2 The information will be shared through a variety of communication methods to enable as many students and parents/carers as possible to access the information. Students and parents/guardians will be encouraged to contact their Head of Year with regard to any queries/uncertainties.
- 6.3 The school will communicate with students and parents/guardians any documentation from QW and WJEC that are for students and families.

Appendix 1

Documents / websites referred to in creating Ysgol Cwm Brombil Appeals Policy 2021:

Qualification Wales: Guidance on alternative arrangements for approved GCSEs, AS and A Levels

Qualification Wales: Appeals Guide

WJEC: Detailed guidance on the centre review and the WJEC appeals process

Staff are committed to participate in all training published by WJEC to support the centre review and appeals processes.

The school will be committed to read and consider any further guidance shared by WJEC and Qualification Wales and will update policy and procedures as necessary.

Appendix 2

Application form for a Centre Review

Request Form

Summer 2021 centre review and appeals

(WJEC GCSE, AS and A Level, Skills Challenge Certificate, Level 2 and Level 3 Health and Social Care and Childcare¹)

Centre Name		Centre Number	
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Candidate Name		Candidate Number	
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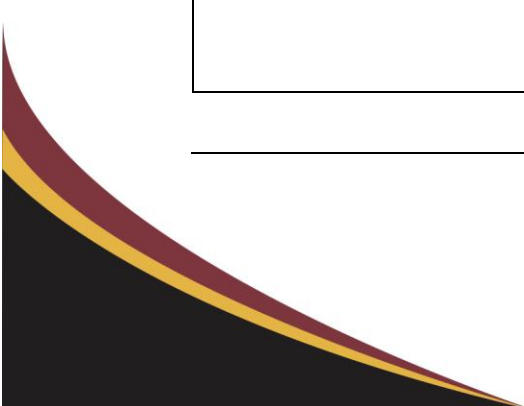
Qualification title and level	
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Provisional grade issued	
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SECTION 1: APPLICATION FOR A REVIEW OF PROVISIONAL CENTRE-DETERMINED GRADE

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

You should refer to the information in your 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

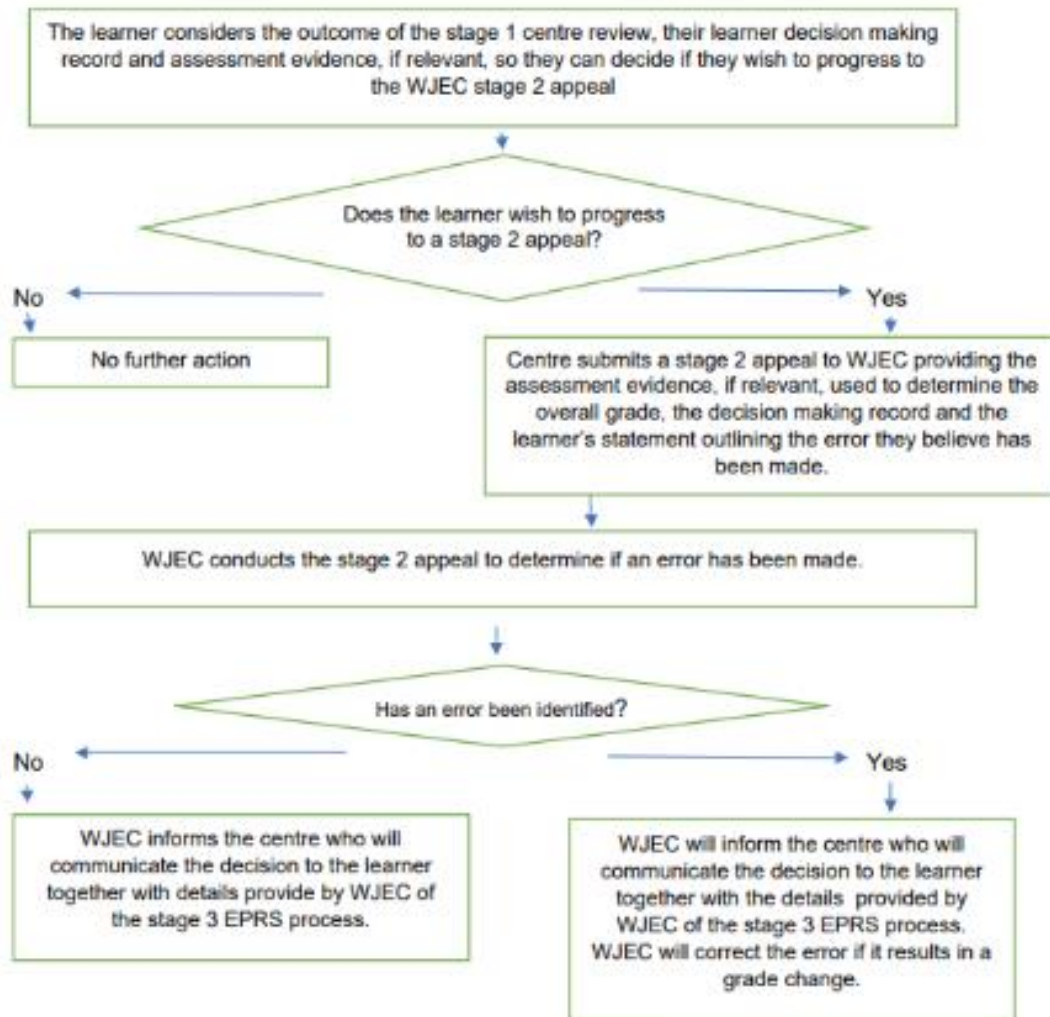
Signed

Date

Appendix 3

Flow Chart for Stage 2 WJEC appeal

Learners, including a private candidate, may request that their centre submits a stage 2 appeal to WJEC if they consider that an error persists following the outcome of stage 1 – the centre review. An appeal may also be made if the learner, following a discussion with the centre, considers that 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.



The grounds upon which a stage 2 appeal may be submitted are:

- A centre administrative or procedural error
- The grade is unreasonable
- WJEC made an error

An appeal to WJEC will not be accepted if the first stage, centre review, has not been requested within the centre's deadline for submitting a centre review and has been

Appendix 4

SECTION 2: APPLICATION FOR STAGE 2 WJEC APPEAL

Are you applying for a priority appeal ¹	Yes/No
UCAS personal identifier	

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 policy 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

Appendix 5

Key Dates for WJEC appeals

Key Dates for the Stage 2 Appeal

GCE, Advanced Skills Challenge Certificate, Level 3 Health and Social Care: Principles and Contexts	
Priority appeals (those for which a higher education place is pending):	10 -23 August
Non-priority appeals:	10 August – 17 September
GCSE, Foundation and National Skills Challenge Certificate, Level 2 Health and Social Care: Principles and Contexts, Level 2 Children's Care, Play, Learning and Development (Unit 216)	
All appeals	24 August – 21 September

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.



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