

11 June 2021

Dear students and parents

Re: Release of provisional grades and WJEC centre review and appeals process for 2021.

Qualifications Wales (QW) and WJEC have communicated their expectations with schools regarding the appeals processes for the awarding of qualifications this year and published a letter to all students on the following link.

[learner-letter-appeals-guide-27-may-2021-eng-final.pdf \(qualificationswales.org\)](#)

This sets out the review and appeals processes in place this year following the release of the provisional Centre Determined Grades (CDGs) in June and final results in August. This letter is designed to be read in conjunction with this communication from QW and outlines the key information and steps to take where there is a concern over the grade determined at centre level.

We are releasing the provisional CDGs to all students, via their school e-mail address, on Friday 25th June. This is only for WJEC qualifications and does not include any subjects from English exam boards, for example all BTECs, A/AS Level music technology or GCSE psychology, which will be only released in August.

There are three stages to this year's approach to reviews and appeals:

Stage 1: Centre Review (following the release of the provisional grades on June 25th).

A student may initially request to see the Decision Making Record used to determine the grade in a particular subject and then decide whether or not to ask for a review of the provisional CDGs on the grounds that there has been an error in the determination of the grade. The centre review is not an opportunity for students to try and improve grades that have been determined fairly and 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 an effect on the accuracy of the grade, based on the evidence used to determine the grade. In other words, students are not able to use additional evidence or substitute evidence which may be of a higher standard.

Students must identify the reasons why they believe there has been an error in the determination of their grade. The focus is on the overall grade not on the marking of individual assessments and there is no expectation that centres re-mark. Students should be aware that grades can go up or down as a result of a review and that this amendment is binding at this stage.

The centre review is also an opportunity for the school to check they have not made any errors in the determination of the grade.

Stage 2: Appeal to WJEC (following completion of Stage 1 and after August Results Days).

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.

Timeframe for review and appeals processes at Monmouth Comprehensive School.

Deadline	Action
Friday 25th June (from 9.00am)	Provisional Centre Determined Grades emailed to students.
Tuesday 29 th 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. All requests should be made by completing the student decision making record request form on our website from Friday 25 th June.
Tuesday 6 th July (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 assessments. Therefore, having reviewed the information, they should only request a review if they can identify where an error has been made in the determination of the grade.
Wednesday 14th 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 used to determine the grade.
Tuesday 10 th August (AS and A Level) Thursday 12th August (GCSE)	Final grades will be emailed to students, with instructions and support with next steps, including Stage 2 Appeals.

Appeals beyond centre review

Beyond Stage 1, appeals are carried by the WJEC 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.

We recognise that this has been a challenging year and congratulate everyone on their resilience and determination throughout the CDG process. However, please be assured we are, and will continue, to do all we can to support you all through coming months.

Directors of Learning and Senior Leaders will also be available to support students when provisional CDGs are released on Friday 25th June. Students can access further support on Tuesday 10th and Thursday 12th August for GCSE, AS or A2 results. 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.

Yours sincerely

Christian Hampshire
Assistant Headteacher
