



Bro Myrddin Comprehensive School
Centre reviews and appeals
THE FOLLOWING SUBJECTS ONLY –
WJEC – CRIMINOLOGY, MEDICAL SCIENCE, FOOD
PEARSON – PUBLIC SERVICES, BUSINESS

Year 12 and 13 pupils have now completed pieces of work / assessments that will contribute to a portfolio of evidence for their GCSE, AS and A level qualification. Pupils work has been standardized and moderated by teachers and departments across the school. Following this process of moderation learners will receive their grades for the first time on **Tuesday, August 10th on the school site.**

Following the announcement by the Education Minister in January this year, if a pupil is unhappy with the final grade, they will be entitled to request a review against the provisional grade awarded by the school. However, an appeal cannot be made solely on the grounds that a pupil disagrees with the grade set by the centre (school). The pupil must be able to identify clearly which part of the evidence shows that the grade awarded is incorrect.

There are three steps to the review and appeal process:

Step 1

Applicants may request a copy of the decision record and / or request a school review of the provisional grade on the basis that an error has been made in determining a grade. Applicants must give a reason why they believe a mistake has been made. Grades can go up or down as a result.

Step 2

Candidates may ask the school to appeal to WJEC on their behalf as they are unhappy with the school's grade. Applicants must give a reason why they believe the school made an unreasonable judgment and / or procedural error. Grades can go up or down as a result.

Step 3

Candidates may apply to Qualifications Wales for an examination procedures review service (EPRS to review whether WJEC has followed the following procedures).

When applying for an appeal there are three possible outcomes at ALL steps of the appeal process:

- Your original calculated grade is **reduced**, so your final grade may be lower than the original grade you obtained.
- It is confirmed that your original grade has been calculated correctly, therefore, there is **no change** to your grade.
- Your original calculated degree is **raised**, so your final grade may be higher than the original grade you obtained.

In order to proceed with the appeal, you must give your consent (this may be an electronic signature, handwritten or typed). This tells the head teacher of your school that you have understood what the outcome might be, at any step of the appeal process, and that you give your permission for the appeal to be made.

STEP 1: Review by the centre



STEP 1a: If learners consider that there may be an error in determining their grade, they should request the Decision Making Record within **48 hours** of receiving their provisional grades by completing Form A.

Form A should be completed and the form sent by email to swyddfa@bromyrdin.org by 12:30pm on Thursday the **12th of August**.

The decision making record must be noted on the form as a general approach to 'all topics' will not be actioned. The requested decision making record will be emailed within a reasonable timeframe.

If, after viewing, the pupil continues to believe that there is an error on the grade set by the school, they can apply for a review by the school (centre) and proceed to step 1b.

STEP 1b: A request for a review of the provisional grade should be made by completing Form B providing a clear and unambiguous rationale to support the reason for the request for a review. Remember, **the school will not re-mark or re-assess any task**.

Form B should be completed and the form sent by email to swyddfa@bromyrdin.org by 12:30pm on Monday the **16th of August**.

The centre will inform learners of the outcome and direct learners to the WJEC step 2 appeals process.

STEP 2: Appeal to WJEC

Candidates may ask the school to submit a step 2 appeal to WJEC if it considers that there is still an error after the outcome of step 1 – the centre review. An appeal may also be made if, after discussion with the centre, the learner feels that an error has been made by WJEC. For example, the centre confirms that it has given an introductory grade C and WJEC has issued a grade D.

It is important to note that learners are aware that a Step 2 appeal cannot be made on the basis of an unreasonable academic judgment **unless the Step 1 centre review has been completed**.

Learners are responsible for outlining the grounds and reasons for requesting the appeal, **but the school must submit the appeal to WJEC**. The school must make learners aware that the grade may go up or down on appeal. **Form C** should be completed in order to appeal to WJEC.

Form C should be completed and emailed to swyddfa@bromyrdin.org.

- Advanced Subsidiary and Advanced Level candidates for the subjects named above (where a University placement is pending) – August 10th – August 20th.
- Advanced Subsidiary and Advanced Level candidates for the subjects named above (Others) – August 10th – September 10th.

The degree can only be considered unreasonable if the degree is well outside the bounds of reasonable academic judgment and the evidence cannot support the grade awarded. For example, a decision to award a grade B will not be unreasonable when the decision-maker for the appeal considers that the evidence would support either grade A or grade B. Both would be reasonable and therefore neither would be unreasonable. The award would be considered unreasonable if no other centre in the same position could, in acting reasonably, have come to the same judgment. This is the standard we expect to be applied by WJEC in setting reviews and we do not anticipate a significant number of grade changes at Step 2.

STEP 3: Appeal to Qualifications Wales



This review step will consider whether WJEC has followed the required procedures.

Qualifications Wales will not review whether the school has complied with its own policies or procedures or those set by WJEC. WJEC will conduct that part of the appeal process at Step 2.

Qualifications Wales will not review the accuracy of the grading decision and will not change any grades.



APPLICATION FOR A DECISION MAKING RECORD

THE FOLLOWING SUBJECTS ONLY –
WJEC – CRIMINOLOGY, MEDICAL SCIENCE, FOOD
PEARSON – PUBLIC SERVICES, BUSINESS

Candidate Name	
Examination Number	
Record required	

Statement

I give permission to the head of my School to begin the appeal process for the above subjects. In giving my consent I understand that the appeal process may result in a grade being raised, the grade being lowered or a temporary change to the original grade being made.

Signed:

Date:

FORM B:



APPLICATION FOR APPEAL TO CENTRE

THE FOLLOWING SUBJECTS ONLY –
WJEC – CRIMINOLOGY, MEDICAL SCIENCE, FOOD
PEARSON – PUBLIC SERVICES, BUSINESS

Step 1 Centres review and appeals Summer 2021

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

Name of Centre		Centre Number	
----------------	--	---------------	--

Candidate Name		Candidate Number	
----------------	--	------------------	--

Title and level of qualification	
----------------------------------	--

Preliminary grade issued	
--------------------------	--

SECTION 1: REQUEST FOR REVISION OF PRELIMINARY GRADE DECIDED BY CENTRE

Briefly and clearly explain what error you believe was made in determining your grade.

You should refer to the information in your learners decision-making record. You should only provide information relevant to the error that you believe the centre has made in determining your grade.

Briefly and clearly, explain how you believe this error affected your grade.



Statement

I confirm that I am applying to review my introductory centre-based grade for the qualification indicated above. I understand that as a result of the centre review, my grade may go down or up, or stay the same.

I confirm that the information provided is correct.

Candidate Name:

Signed:

Date:



STEP 2

APPLICATION FOR APPEAL TO WJEC

Name of Centre		Centre Number	
-----------------------	--	----------------------	--

Candidate Name		Candidate Number	
-----------------------	--	-------------------------	--

Title and level of qualification	
---	--

Preliminary grade issued	
---------------------------------	--

Are you applying for a priority appeal ¹	Yes / No
If your university place is at risk you must enter your UCAS ¹ personal indicator	
Whether a Degree / place on an Advanced Modern Apprenticeship is at risk depending on the appeal outcome	Yes / No (if 'yes' please give details and state the last date the offer is available to you).

Reasons for Appealing	Please tick
Administrative error by centre	
Access arrangements or special consideration were not used or considered in determining the degree	
The centre did not follow its centre policy / assessment plan when determining the grade	
The judgment in determining the grade was unreasonable	
WJEC error – the grade issued on results day differs from the preliminary grade issued by the centre	

¹Priority appeals are available for A levels and other Level 3 qualifications if the learner's place at university or higher education depends on the outcome of an appeal. Do not request a priority appeal if your place at university or further education does not depend on it. Your UCAS personal indicator is the 10 digit code that is included in all UCAS correspondence.



Please provide any additional information you have not included above regarding the error you believe occurred in determining your grade.

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

Please provide any additional information not included above as to how you believe the error affected your grade

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

**Statement**

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

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

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

I confirm that the information provided is correct.

Candidate Name:

Signed:

Date: