



## Ysgol Dyffryn Conwy Grades Review / Appeal Process

Learners' grades for the summer of 2021 are Center Determined Grades (CDG). The grades are a holistic judgment based on the balance of evidence that demonstrates the learner's level of achievement. As with other processes this year, the appeals process is an exceptional arrangement that results from cancelling examinations due to the COVID-19 pandemic.

### 1. Center Review

- If a learner identifies that a mistake has been made in determining the grade they can ask the school to review the decision. Learners must clearly identify where they believe a mistake has been made in submitting the review.

Key facts about the centre's review process

- The review is an opportunity for learners to request a review where they consider a mistake has been made in determining their grade - **the focus is on the grade, not on marking individual assessments.**
- The school is not expected to **re-mark assessments.**
- Learners should briefly explain the **nature of the mistake when requesting a Centre review.**
- Learners should only ask for a review when they consider that the mistake **has had a significant effect on the accuracy of the grade.**
- **The review is not an opportunity for learners to seek to improve grades that have been fairly determined** in line with the centre's assessment and quality assurance processes and supported by the evidence and decision-making record.
- The centre's review is an opportunity for the school to check that they have not made any mistakes in determining the grade.
- **Grades may rise, fall or remain the same after the centre's review.**

### 2. Request for Decision Making Record

Within 48 hours of receiving their results, a learner can request a Decision Making Record in subject areas where they believe an error has been made that materially affected the accuracy or one or more of its preliminary grades determined by the centre.

Learners can do this by emailing Delyth Williams - [delythw@dyffrynconwy.conwy.sch.uk](mailto:delythw@dyffrynconwy.conwy.sch.uk)

In the email, the following information should be included:

- Name of Applicant
- Subject (s) where they believe an error has been made.
- Brief and clear explanation, what they think has happened.



The **Decision Making Record** will be emailed to the applicant following the date indicated above in the timeline.

**Grades may rise, fall or remain the same after the centre's review.**

### **3. Procedure for Requesting a Centre Review**

Within 5 days of receiving the **Decision Making Record (s)** in subject areas, a learner may apply for a Centre Review. (see date indicated above in timeline)

The learner can do this by completing the WJEC 'Centre Review of Appeals' form.

- Learners must explain concisely and clearly, at the start of the process, what they think has happened.
- The information provided by the learner will form the basis of the centre's review.
- **Learners must consent in writing before conducting any review as the introductory grade may go down, go up or remain the same as a center conducting a review.**
- The School will not accept requests for centre review which arrive after the above deadline.

#### **Important**

- Learners cannot discuss and agree the evidence to be included in the range of evidence used to determine their grades.
- This is not an opportunity for a learner to ask to include one assessment at the expense of another.
- Qualification grades in the Summer of 2021 will be determined on a holistic view by a grade-based system rather than a mark-based system. The school is not expected to re-mark assessment (s).

### **4. Supervising the Centre Review Process**

- The school will nominate a member of the SLT to oversee the Centre Review process. The school will have ensured that that designated member has not been involved in setting the grade to oversee the center review process.
- However, the original decision maker may be involved in checking whether an error has been made or not.
- The centre is not expected to seek an independent subject specialist as part of this process.

### **5. Outcome of Centre Review Process and Next Steps**



- If an error is identified, the preliminary grade may remain the same, go up or down as a result.
- If an error is identified, this may not necessarily result in a grade change. The error may not be enough to change the grade.
- If the review results in a change to the grade, the centre will inform WJEC and WJEC will correct the grade.
- The centre will write to the learner with the decision, including the following information:
  - whether or not an error was found
  - the reason for the decision
  - whether the grade was changed and, if so, what is the new grade
  - the reason over the change to the grade, or the lack of change
  - information about the next steps if the learner wishes to escalate the appeal to stage 2 - appeal to WJEC.
- If a learner does not agree with the centre's decision, there is no other internal step as part of the centre review.
- Any escalation goes to the WJEC stage 2 appeal. The learner is expected to submit that request on the WJEC Appeal Application Form.
- It will be the responsibility of the school to receive and submit applications for appeal to WJEC.
  - The school will receive requests for appeals to WJEC on the School Results day.

## Timeline

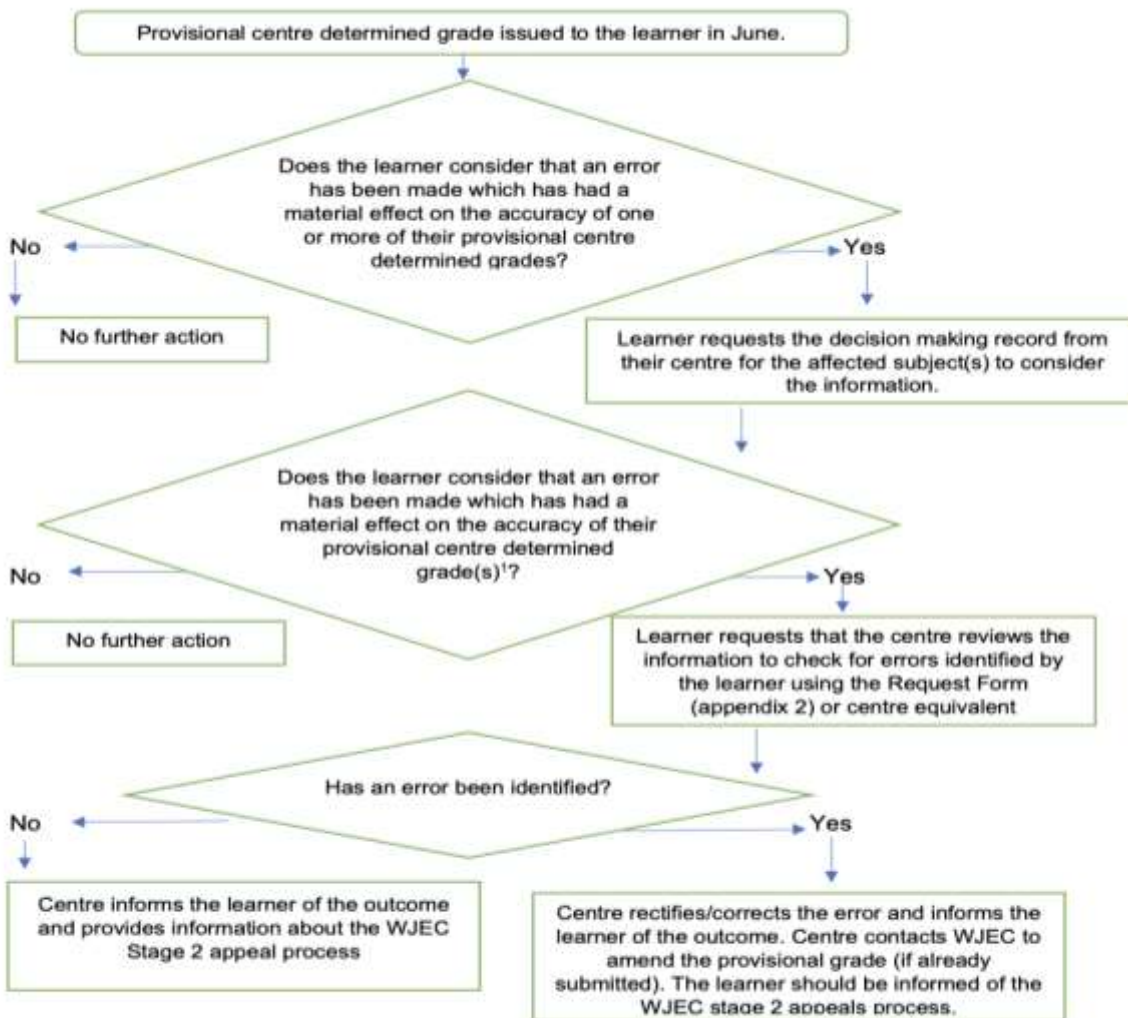
Year 12 / 13 ** CDGs - Center Determined Grades **	Date of
Share CDGs (temporary) for Year 12/13 learners	15 June
Deadline for applications for <b>Decision Making Record(s)</b>	17 June (3:30 pm)
Share <b>Decision Making Record(s)</b> following receipt of applications	22 June
Deadline - Submit Stage 1 Appeal to School	28 June (3:30 pm)
Stage 1 Appeal Result shared	13 July
Year 11 (Year 10)	
Share CDGs (temporary) for Year 11 (10) learners	16 June
Deadline for applications for <b>Decision Making Record(s)</b>	18 June (3:30 pm)
Share <b>Decision Making Record(s)</b> following receipt of applications	23 June
Deadline - Submit Stage 1 Appeal to School	29 June (3:30 pm)
Stage 1 Appeal Result shared	13 July



Submission of CDGs to WJEC	2 July
Submission of revised CDGs to WJEC	16 July

A / AS Level Results	10/8/21
GCSE Results	12/8/21

The diagram below illustrates the standard path through a centre review.



*As outlined in section 3 (page 6) of Qualifications Wales' guidance: If a learner does not feel able to make a decision on whether to request a centre review without seeing additional evidence, they can only ask to see the evidence that was directly relied upon by the centre in determining the grade. If a request is made for evidence that goes beyond the evidence relied upon in determining the grade, schools and colleges can refuse it on the basis that it is an unreasonable request.*