**Guidance on reviews and appeals for private candidates – Route B (centre-hosted; assessed by WJEC)**

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| 1. **Introduction**
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Learners’ grades for summer 2021 are 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.

Whilst quality assurance checks have been completed to ensure that provisional grades are accurate, errors can occasionally occur and therefore a three-stage review and appeals process is available if a learner considers that an error has been made in determining their grade. The three stages are:

Stage 1 Review (pre-results)

Stage 2 Appeal (post results)

Stage 3 Qualifications Wales Exam Procedures Review Service (EPRS)

There are three grounds upon which a review and appeal may be requested:

* WJEC made an administrative error
* WJEC did not follow its procedures properly or consistently in determining the grade
* The grade is unreasonable.

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| 1. **Stage 1 Review**
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WJEC will issue a provisional grade to host centres by 30 June 2021. The host centre must provide the provisional grade and the learner decision making record to the candidate by 2nd July.

WJEC will also provide the host centre with the learner decision making record.

At stage 1, we believe most learners will not need to see more information than the decision-making record in order to determine whether they consider an error has been made and request a review. Learners will have the opportunity to request to see the other evidence relied upon by WJEC in determining the grade before deciding to submit a stage 2 appeal if they believe the error still remains after the review. If a learner does not feel able to make a decision on whether to request a review without seeing additional evidence, they can only ask to see the assessment material considered by WJEC in determining the grade. If a learner considers that they need to see their assessment materials prior to making a decision, they must ask the centre to request the information within 48 hours of receiving the provisional grade. The centre should email post-results-services@wjec.co.uk requesting the information, emails will only be accepted from a school or college’s email account and not a personal account. If, having received the information, the learner wishes to request a review they must ask the centre within 5 days of receiving the information to submit the review.

If the learner believes an error has been made which has had a material effect on the accuracy of a provisional grade, a request for a review may be made by completing the Review and Appeals request form (appendix 1) and asking the host centre to submit the form to WJEC. The learner must sign the form as the outcome the review may be that the grade is lowered, is raised or remains the same (wet or electronic signature accepted).

The host centre must submit the request if asked to do so by the learner. WJEC will not accept requests directly from learners or parents.

The deadlines are as follows:

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| Deadline for the candidate to submit the completed application form for a review to the host centre | 9 July |
| Deadline for the host centre to submit the application form to WJEC. | 12 July |
| Deadline for WJEC to inform the host centre of the outcome of the review (AS, A Level). | 9 August  |
| Deadline for WJEC to inform the host centre of the outcome of the review (GCSE). | 11 August |

The form and any relevant supporting evidence should be uploaded via the secure website using the same tool used to upload the assessment profile forms and the learner evidence.

The procedure that WJEC will follow in undertaking a review is:

Step 1: Administrative and procedural check.

WJEC will assign the review to a trained officer with no personal or conflict of interest in the case. The officer will check that the application form has been signed by the candidate as the grade may be lowered, raised or stay the same. If the form is not signed, the request will not be accepted. If the request is accepted, the Officer will check that there have been no administrative or procedural errors in determining the grade.

Step 2: Academic judgement

The examiner will reconsider whether the grade was reasonable. A centre determined grade will only be considered unreasonable if it is well outside the bounds of reasonable academic judgement and that the evidence cannot reasonably support the grade awarded. The appeal will not consider an alternative grade submitted by the learner or whether an alternative grade is reasonable.

WJEC will inform the host centre in writing of the outcome of the review including the reason(s) for the decision. The host centre must inform the learner of the outcome and all documentation provided by WJEC.

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| 1. **Stage 2 Appeal**
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If a learner considers that an error persists following the outcome of the stage 1 review, the learner may request a stage 2 appeal by completing section 2 of the application form and asking the centre to submit the appeal. The learner must sign the form as the outcome the appeal may be that the grade is lowered, is raised or remains the same (wet or electronic signature accepted).

The host centre must submit the request if asked to do so by the learner. WJEC will not accept requests directly from learners or parents. The request for an appeal must be submitted post results using the WJEC appeals system (further guidance on the system will be provided).

WJEC’s procedure will be the same as Step 1 and Step 2 for the review stage, however, the officer and subject expert will not have been involved in the case at the stage 1 review.

WJEC will inform the host centre in writing of the outcome of the appeal including the reason(s) for the decision. The host centre must inform the learner of the outcome and all documentation provided by WJEC.

The window for requesting an appeal are:

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| **GCE AS and A Level** |
| Priority appeals (those for which a higher education place is pending): | 10 -23 August |
| Non-priority appeals:  | 10 August – 17 September |
| **GCSE** |
| All appeals | 24 August – 21 September |

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| 1. **Stage 3 Qualification Wales EPRS**
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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.

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.

As in any other year, the EPRS will not review the accuracy of the grading decisions and will not change any grades,

Further details of the EPRS will be published by Qualifications Wales in June.

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| 1. **Additional information**
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**WJEC Summer 2021**

[Student Support](https://www.wjec.co.uk/home/student-support/how-will-your-grades-be-decided-in-2021/)

**Qualifications Wales information:**

[Guidance on alternative arrangements for approved GCSEs, AS and A Levels](https://qualificationswales.org/english/awarding-2021/guidance-documents/)

[Guidance for centres entering private candidates](https://qualificationswales.org/english/awarding-2021/guidance-documents/)

[Guidance for private candidates](https://qualificationswales.org/english/awarding-2021/guidance-for-private-candidates/)

[Information for Learners](https://qualificationswales.org/english/awarding-2021/information-for-learners/)

Appendix 1: Review and Appeals Request form (Private Candidate – Route B)

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| **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** |  |

**SECTION 1: APPLICATION FOR A REVIEW OF PROVISIONAL GRADE**

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| **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 in the determination of your grade. |
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| **Please explain briefly and clearly how you consider the error has affected your grade?** |
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| **Declaration**I confirm that I am requesting a review of my provisional grade for the qualification named above. I understand that the 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**  |

**SECTION 2: APPLICATION FOR STAGE 2 APPEAL**

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| 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). |

\*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.

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| **Grounds for appeal** | **Please tick** |
| Administrative error |  |
| Access arrangements or special consideration were not applied or considered when determining the grade |  |
| WJEC did not follow its procedure in determining the grade or did not follow its procedure in conducting the review.  |  |
| The judgement in determining the grade was unreasonable |  |

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| **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. |

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| **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**  |