



Maesteg School Centre Determined Grades Appeals Procedures – Summer 2021

Stage 1 - A request for a Centre (School) Review of the initial CGD will be carried out by the school on the grounds of judgmental or procedural error.

A request for a Centre Review of grades must be made by **Friday 25th June**. No review requests will be considered after this date.

A Centre Review must be made via the following email link using a form supplied by the school:

Stage1appeals@maestegschool.co.uk

This process will consist of:

- A member of SLT who was not involved in the initial grade decision, being appointed to check for any procedural error.
- If no procedural error is found, the member of SLT will instruct the Director of Learning/Subject Leader to produce all evidence that was used to determine the grade that was awarded in order to check for any judgemental error. If there is obvious evidence that an error has been made with respect to the awarded grade, the member of SLT will instruct the Director of Learning/Subject Leader to change the grade and amend the Learner Decision Record. The learner and parent/carer will be informed of this decision at the earliest possible opportunity.
- If the member of SLT and Director of Learning/Subject Leader do not agree at this point, the evidence will be presented to the Headteacher for a final decision on what grade should be awarded.
- If there is agreement between the member of SLT and the Director of Learning/Subject Leader that the initial CDG is a correct result, the candidate will be informed and they, along with their parent/carer would be afforded the opportunity to discuss the awarded grade via telephone call, online meeting or if these options are not suitable, a meeting at the school.
- This meeting will be conducted by the Director of Learning/Subject leader with support from the SLT link.
- The evidence used to arrive at the CDG will be discussed and explained to the candidate (along with any accompanying person).
- If the candidate (parent/carer) feels that the grade is not appropriate following this explanation, then they will be directed to request a Stage 2 appeal to WJEC via the school.

Stage 2 - an appeal to WJEC on the grounds that the judgement that the centre has made is unreasonable and/or a procedural error has been made.

The WJEC **will not** accept a Stage 2 appeal unless a Stage 1 review has been carried out by the school within the time period set out by the school.

A request for a Stage 2 appeal to WJEC **must be made via the school** using a form provided by the school via the following email address:

Stage2appeals@maestegschool.co.uk

The school requests that any Stage 2 appeals are made as early as possible as this email address will not be monitored during the initial weeks of the school holidays which begin on Wednesday 21st July.

Please note the WJEC **will not** accept appeals directly from learners or parents/carers.

Stage 3 - a request to Qualifications Wales for an Exam Procedures Review Service (EPRS) to review whether WJEC has followed the required procedures.

N.B. Please note that following a review/appeal at all three stages, a grade can be raised, stay the same or lowered.