



Guidance on appeals related to calculated grades for AS/A Level learners.

Due to the cancellation of the summer examinations because of the COVID-19 pandemic this year, most learners will receive calculated grades this summer. Your grade this year has been calculated using a statistical standardisation model. A full guide to standardising grades can be found on the WJEC website.

What to do if you consider that there has been an error in determining your grade?

If you feel you have received the wrong grade, the first step you should take is to discuss this informally with your Head of School. Following this, if you still feel that you have grounds to appeal based on the criteria below, you should submit your appeal in writing to your Head of School before 21 August 2020. This is to enable the college to adhere to the WJEC appeal deadlines. Please remember, it is only the college who can appeal on your behalf.

An appeal can only be made on one or more of the following grounds:

- College error: there was an administrative error in the Centre Assessment Grades or Rank Ordering submitted to WJEC.
- An error made by WJEC in calculating or issuing results, which could include:
 - o WJEC used an incorrect data set for the purposes of statistical standardisation;
 - o WJEC introduced an error into the data set;
 - o WJEC made an administrative error in issuing a result.
- Exceptional circumstances. Further information on this is available within the WJEC 'Guide to Results and Appeals' on their website.
- Procedural grounds: WJEC did not apply their standardisation or appeals procedures consistently, or the procedures were not followed properly and fairly.

An appeal cannot be made on the following grounds:

- You disagree with the centre assessment grade and/or position in the rank order.
- Professional judgements made by your teacher/lecturer.
- The standardisation model(s) used.



What is the appeals process?

If the college feels you do not have grounds for us to appeal on your behalf this will be communicated to you via email. If you are still dissatisfied you can complain using the college Complaints Policy as long as you have evidence that the appeals process has not been followed. You cannot use the Complaints Policy to challenge your grade, only the process followed.

If the college agrees that you have grounds to appeal, we will submit a request to

WJEC on your behalf which will then go through an Initial Review by WJEC. This can take up to 42 calendar days to complete from WJEC receiving the application. If you are waiting to confirm a university place then the college will submit the appeals application as soon as possible after the publication of results, hence the deadline of 21 August to submit your appeal to the college.

What if I believe there is still an error with my grades following the ‘WJEC Initial Review’?

Once we have been notified by WJEC of the outcome, we will inform you of the WJEC outcome. If both you and the college believe an error still exists in the process by WJEC, we have 14 calendar days from receipt of the outcome to apply for an ‘Independent Review’. Like the ‘Initial Review’ this can take up to 42 calendar days for WJEC to complete from the date they receive the application.

What is the deadline for an appeal?

The college can make an appeal from Results Day, with the final deadline for appeal being 17 September 2020, hence the internal deadline of 21 August. Requests/applications for an appeal submitted after this date will not be accepted.

Can my grades go down following an Appeal?

Learners need to be aware that following an appeal, your results can go up, down or stay the same. If the college is going to submit an application for appeal on your behalf then you must ensure that you have given us your written consent to do so.

Therefore, you should discuss this in full with your Head of School before agreeing to make an appeal.

August 2020.