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Tuesday 25th May 2021

Re: Centre Determined Grades (CDGs) - Review and Appeals

Dear Students, Parents and Carers,

As Mr Curtis shared in his Headteacher's letter last week, Qualifications Wales and the WJEC have shared further [information](#) about the review and appeals processes. When GCSE, AS and A Level provisional CDGs are shared on Wednesday 23 June 2021, a student can request a review if they feel an error has been made.

When students receive their provisional CDG results, they will see their overall grade and also the evidence (assessments, coursework, etc) that determined the grade along with the rationale statements. This information is known as the Decision Making Record. If a student believes that a grade has been determined by their teacher incorrectly, they can request a review by completing a review request form (a draft version is on the reverse of this letter). This includes explaining clearly why they believe an error has been made. This is known as Stage 1 of Qualifications Wales' Review and Appeals Procedures.

The review form will be available to download from the school's website or to collect from Student Reception from Friday 25th June. Completed and signed forms must be handed into Student Reception by 12.00pm on Friday 2nd July. When processing reviews, as the school's nominated Review Officer, I will meet with Heads of Department where we will consider the range of evidence used to award the CDG and the accuracy of the grade: work will not be re-marked. Following the review, grades may remain unchanged, be raised or be lowered. Students will be informed of the outcome via their school email address.

If students are unhappy with the outcome of the review, they have the right to appeal to the WJEC following final results being shared on 10th August (AS/A Level) and 12th August (GCSE). This is known as Stage 2. Again, an appeals form will need to be completed and signed by the student and submitted to the WJEC by Mrs Bruce, Exams Officer. Further information will be shared in August. Students need to be aware that Stage 2 appeals to the WJEC can only be made if a review was requested at Stage 1.

Please do not hesitate to contact me if you have any further questions regarding this process.

Yours faithfully

S Hook

Miss S Hook
Deputy Headteacher

Review Request Form

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	
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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 by the centre in the determination of your grade.

DRAFT

Please explain briefly and clearly how you consider the error has affected your grade?

DRAFT

Declaration

I confirm that I am requesting a review of my provisional centre-determined grade for the qualification named above. I understand that the centre 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