

# Centre Review Process

Information on the centre review process for WJEC GCSE learners.

Everyone is working hard to make sure that you get a valid grade this summer. However, if you believe an error has been made, you have the right to ask for a review and appeal.

## Here's the process

### Stage 1: Centre Review

You will receive your provisional grade via e-mail to your College email address at 12pm on Monday 21st June 2021

Do you believe an error has been made which will affect your overall grade?

**NO**  
No further action

**YES**  
Please email [appeals@pembrokeshire.ac.uk](mailto:appeals@pembrokeshire.ac.uk) to request your decision making record for the particular subject - by 12pm Wednesday 23rd June 2021

Having reviewed your decision making record, do you still believe an error has been made that will affect your overall grade?

**NO**  
No further action

**YES**  
Please complete the **REVIEW APPLICATION FORM\*** and send to [appeals@pembrokeshire.ac.uk](mailto:appeals@pembrokeshire.ac.uk) within 5 working days of receiving your decision making record

Once we have completed the review, have we identified an error with your grade?

**NO**  
The College will let you know that no error has been found and that your provisional grade remains the same

**YES**  
The College will correct the error. Your grade may go up, down or remain the same

Please note, you must adhere to these timescales and any requests received after the timescales outlined above will not be considered.

\*If you wish to progress to request a review, you must submit the REVIEW APPLICATION FORM, which will be given to you with your decision making record. Requests received in any other format will not be considered.

The centre review process is the first stage in the centre review and appeal process this year.

You are not able to negotiate which evidence is included in the range of evidence used to determine your grade. This is not an opportunity to request that an assessment is replaced with another assessment.

If you do not agree with the decision of the centre review, there is no further internal centre review stage. The escalation is to the WJEC stage two appeal. WJEC will not accept an appeal if you did not request a centre review, or if the centre review has not been accepted within the timescales outlined above and completed. WJEC will only accept a request for an appeal, if a learner had not requested a centre review within the deadline, if there is a difference between the provisional grade issued to you by us and the grade issued by WJEC on results day.

### Examples of what could be an error in the determination of a grade

The grade shared with you by your school or college is not the same as the grade on your decision-making record.

Reasonable adjustments or special considerations were not considered when they should have been.

Assessment evidence that was part of the assessment plan was not considered.

The grade is not supported by the information in the decision-making record.

### What the centre review is for and what it is not for

A centre review is for circumstances where you believe your school or college has made an error in how they've determined your grade.

The centre review and appeals process this year is not focused on marking errors as it would be in a normal year, but rather on the judgement made by a school or college on your grade, based on a range of evidence. Small changes in marks are very unlikely to change the overall judgement.

You should request a centre review only if you think there has been an error in working out your grade. You shouldn't request a centre review just because you disagree with the grade your school or college has given you, or you feel that you deserve a better grade.

### What the decision-making record is for

This is a summary of the evidence the school or college used to decide on your grade.

This should help you understand how your school or college worked out your grade.

You will be given further details on stage two of the WJEC review and appeals process at the end of June. You can read more about the review and appeals process for 2021 here:



[Reviews & Appeals 2021](#)

[Summer 2021 qualifications - All you need to know](#)



[Student Guide to Appeals](#)

**GCSE results day is 12th August 2021**