



Ysgol Gyfun Cwm Rhondda

Polisi Apeliadau 2021

Graddau a Bennir gan y Ganolfan



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Cyflwyniad

Bwriad y polisi hwn yw ymdrin â'r trefniadau 'Graddau a Bennir gan y Ganolfan' dros dro sydd wedi'u rhoi ar waith gan Lywodraeth Cymru oherwydd materion sy'n ymwneud â Covid-19. Mae'r polisi hwn yn cwmpasu cymwysterau TGAU, UG a Safon Uwch sydd wedi'u cymeradwyo gan CBAC a Thystysgrifau Her Sgiliau Bagloriaeth Cymru a ddarperir gan CBAC.

Mae lleiafrif bach iawn o'n disgyblion yn dilyn cyrsiau ar gyfer byrddau arholi eraill. Ymdrinnir ag apeliadau ar gyfer cymwysterau byrddau arholi eraill yn unol â'r polisiâu apelio perthnasol ar gyfer y byrddau hynny. Cyfeiriwch at ddogfen 'JCQ Guide to appeals processes, Summer 2021' ar gyfer y cymwysterau hynny.

Dilynwyd holl ganllawiau CBAC a Chymwysterau Cymru wrth lunio'r canllawiau hyn. Bydd dysgwyr yn cael manylion y polisi hwn drwy ein gwefan, y gwasanaeth negeseuon ysgol ac yn y pecyn gwybodaeth y byddant yn cael eu cyhoeddi ar y diwrnod canlyniadau dros dro. Bydd staff wrth law i helpu a chynghori drwy gydol y broses.

Cyhoeddir y canlyniadau ar y dyddiadau canlynol:

21ain o Fehefin, 2021 = Blwyddyn 10 ac 11 (TGAU) a Blwyddyn 12 a 13 (UG a SU)

Bydd modd i ddysgwyr apelio unwaith y byddant wedi derbyn eu canlyniadau. Fodd bynnag, rhaid i ddysgwyr ddilyn y broses a amlinellir yn y polisi hwn er mwyn i'r apêl fod yn ddilys. Mae tri cham i'r broses apelio newydd hon:

- Cam 1 – Adolygiad Canolfan
- Cam 2 – Apelio I CBAC
- Cam 3 – Gwasanaeth Adolygu Gweithdrefnau Arholiadau Cymwysterau Cymru (EPRS)



Cam 1 – Adolygiad o'r ganolfan

1.1 Os yw dysgwr yn credu bod camgymeriad wedi'i wneud wrth benderfynu ar ei radd, gall ofyn i'r ysgol adolygu'r penderfyniad. Cyn gofyn am adolygiad canolfan llawn, dylai'r dysgwyr ofyn am gael gweld y 'Cofnod Gwneud Penderfyniad' (CGP) i lywio eu penderfyniad. Dylid gofyn am y CGP drwy'r ebost swyddogol canlynol:

canlyniadau2021@ygcwmrhondda.cymru o fewn 48 awr i dderbyn y radd (erbyn diwedd dydd Mercher 23ain Mehefin).

1.2 Os bydd dysgwyr yn penderfynu bwrw ymlaen ag adolygiad canolfan, rhaid iddynt lenwi'r ffurflen gais adolygu canolfann ar-lein. Rhaid i ddysgwyr nodi'n glir ble maen nhw'n credu bod camgymeriad wedi'i wneud wrth gyflwyno'r adolygiad. Rhaid i ddysgwyr roi caniatâd ysgrifenedig cyn y gellir cynnal adolygiad ac mae angen iddynt gydnabod y gallai eu gradd godi neu ostwng o ganlyniad i'r adolygiad.

PWYSIG: Dim ond ar y 'ffurflen gais am adolygiad canolfan' gywir y bydd cais am adolygiad canolfan yn cael ei dderbyn, dim ond ar ôl i'r CGP gael ei ofyn amdano ac o fewn yr amserlenni a amlinellir isod.

1.3 Fel y prif benderfynwr wrth bennu'r radd, mae gan yr ysgol gyfle i adolygu ei phenderfyniad cyn i unrhyw barti allanol chwarae rhan yn y broses apelio. Bydd yr ysgol yn adolygu'r dystiolaeth ac yn llunio barn ynghylch a yw'r radd yn gywir. Er enghraifft, ar ôl adolygu'r penderfyniad gwreiddiol gallai'r ysgol ddod i'r casgliad y dylai dysgwr y dyfarnwyd gradd D iddo ar gyfer ei TGAU Hanes fod wedi derbyn gradd 'C' h.y. gwnaed camgymeriad wrth bennu'r radd wreiddiol.

Ffeithiau allweddol ar y broses adolygu canolfannau:

- i. Dim ond os ydynt o'r farn bod camgymeriad wedi'i wneud a gallant nodi ble maen nhw'n credu bod camgymeriad wedi'i wneud y dylai dysgwyr ofyn am adolygiad canolfan.
- ii. Dylai dysgwyr egluro natur y gwall yn fyr wrth ofyn am adolygiad canolfan.
- iii. Mae'r adolygiad canolfan yn gyfle i ddysgwyr ofyn am adolygiad lle maent o'r farn bod camgymeriad wedi'i wneud wrth benderfynu ar eu gradd – mae'r ffocws ar y radd gyffredinol ddim ar farcio asesiadau unigol.
- iv. Nid oes disgwyl i'r ysgol ail-farcio asesiadau.
- v. Ni all dysgwyr drafod pa dystiolaeth y dylid bod wedi'i chynnwys. Ni ellir ystyried unrhyw dystiolaeth nad yw ar y cynllun asesu yn ôl-weithredol.
- vi. Rhaid gofyn am adolygiad canolfan ar y 'ffurflen gais adolygiad canolfan' gywir ac o fewn y terfynau amser a amlinellir yn y polisi hwn.
- vii. Dim ond os ydynt o'r farn bod y camgymeriad wedi cael effaith sylweddol ar gywirdeb y radd y dylai dysgwyr ofyn am adolygiad.
- viii. Nid yw'r adolygiad canolfan yn gyfle i ddysgwyr geisio gwella graddau sydd wedi'u pennu'n deg yn unol â phrosesau asesu a sicrhau ansawdd yr ysgol ac fe'u cefnogir gan

y dystiolaeth a'r cofnod gwneud penderfyniad. Gweler Trosolwg o Brosesau Sicrhau Ansawdd yr Ysgol yn Atodiad 1.

- ix. Mae'r adolygiad o'r ganolfan yn gyfle i'r ysgol wirio nad ydynt wedi gwneud unrhyw wallau wrth benderfynu ar y radd. Fodd bynnag, dylid nodi y byddai pob gradd a ddyfernwyd eisoes wedi mynd drwy broses wirio tri cham ac yn ddarostyngedig i weithdrefnau sicrhau ansawdd yr ysgol.
- x. Gall graddau godi, gostwng neu aros yr un fath yn dilyn yr adolygiad canolfan.
- xi. Ni all yr ysgol ailedrych ar ei hadolygiad canolfan ei hun unwaith y bydd wedi'i chwblhau.
- xii. Os yw dysgwr yn anhapus gyda chanlyniad yr adolygiad canolfan, y cam nesaf yw apêl Cam 2 i CBAC.

Gofyn am adolygiad canolfan

1.4 Os yw dysgwr o'r farn y gallai fod camgymeriad wrth benderfynu ar ei radd, dylai wirio'r CGP cyn penderfynu gofyn am adolygiad canolfan llawn. Bydd fangen gwneud drwy ebostio canlyniadau2021@ygcwmrhondda.cymru i gael mynediad i'r CGP. Dylid gwneud cais o fewn 48 awr i dderbyn y radd (erbyn diwedd dydd Mercher 23ain Mehefin).

1.5 Dylai'r CGP roi digon o wybodaeth i ddysgwyr i ddeall sut mae'r ysgol wedi dod i'r penderfyniad ar eu gradd, a'r wybodaeth neu'r dystiolaeth a gymerwyd wrth wneud y penderfyniad hwnnw. Mae'r DMR yn rhan bwysig o'r trefniadau dyfarnu amgen eleni. Nid yn unig y mae'n golygu bod prosesau sicrhau ansawdd yn cael eu dogfennu, ond mae hefyd yn rhoi mynediad i ddysgwyr at wybodaeth a fydd yn eu helpu i ddeall pam y dyfarnwyd y graddau iddynt ac i wneud penderfyniad gwybodus ynghylch a ydynt yn credu y bu camgymeriad wrth benderfynu ar eu gradd.

1.6 Os bydd dysgwyr yn nodi gwall o'r CGP, dylent ddefnyddio ffurflen gais adolygiad canolfan i amlinellu natur y gwall wrth ofyn am adolygiad. Dylent hefyd egluro sut a pham y credant y byddai'r gwall hwn wedi cael effaith ar y radd a ddyfarnwyd. Bydd gan y dysgwr bum diwrnod gwaith o dderbyn y CGP i lenwi ei ffurflen gais adolygu canolfan.

1.7 Os na all y dysgwr amlinellu natur y gwall ar y ffurflen a sut y byddai hyn wedi effeithio ar y radd, ni fydd yn bosibl datblygu'r adolygiad. Os bydd y dysgwr yn gwneud cais ar ôl pum diwrnod gwaith o'r adeg y cafodd ei CGP, ni fydd yn bosibl datblygu'r adolygiad.

1.8 Bydd yr ysgol yn ymateb i geisiadau adolygu canolfannau o fewn pum diwrnod gwaith. Bydd yr ysgol yn hysbysu'r dysgwr yn ysgrifenedig o ganlyniad yr adolygiad. Ni all yr ysgol ailedrych ar y penderfyniad ar ôl y pwynt hwn.

1.9 Os nad yw'r dysgwr yn cytuno â'r penderfyniad, nid oes cam adolygu canolfannau mewnol pellach. Mae'r cynnydd i apêl cam 2 CBAC.

PWYSIG: Nid yw'n bosibl apelio at CBAC heb ofyn am adolygiad canolfan gan yr ysgol yn gyntaf.

Gallai rhesymau posibl dros gais am adolygiad canolfan gynnwys:

- i. Cofnodwyd gradd y dysgwr yn anghywir (Mae tystiolaeth glir bod y radd a ddyfarnwyd wedi'i chofnodi'n anghywir neu'n seiliedig ar ddata arall a gofnodwyd yn anghywir).
- ii. Ni chafodd addasiadau rhesymol nac ystyriaethau arbennig eu hystyried pryd y dylent fod wedi eu hystyried (Nid oes cofnod ar y 'cofnod gwneud penderfyniadau' bod y pethau hyn wedi'u cymhwyso, pan oedd gan ddysgwyr hawl iddynt ar y pryd).
- iii. Ni chafodd tystiolaeth asesu a oedd yn rhan o'r cynllun asesu ei hystyried. (Rhaid i'r rhain fod yn dystiolaeth asesu a restrir yn y cynllun asesu. Dim ond ar waith y maent wedi'i gwblhau o fewn y cynllun asesu y gellir asesu dysgwyr. Ni ellir cyflwyno asesiadau neu waith arall yn ystod y cam apelio. Os collwyd y gwaith, dim ond ar y gwaith sydd wedi'i gwblhau y gellir gwneud penderfyniadau.
- iv. Nid yw'r radd yn cael ei hategu gan y wybodaeth yn y cofnod gwneud penderfyniadau. (Mae diffyg cyfatebiaeth rhwng y wybodaeth am y radd ar y cofnod gwneud penderfyniad a'r radd wirioneddol a ddyfarnwyd).



Amserlenni a rhannu tystiolaeth yn yr adolygiad canolfan

2.1 Bydd y cofnod gwneud penderfyniad ar gyfer pob cymhwyster yn cael ei rannu gyda'r dysgwr ar gais. Bydd y dysgwr yn defnyddio'r wybodaeth hon wrth ystyried a ddylid gofyn am adolygiad canolfan. Rhaid i'r ysgol ganiatáu 48 awr i ddysgwyr o'r adeg y cafodd y dysgwr y radd dros dro i ofyn am y cofnod gwneud penderfyniadau (erbyn diwedd dydd Mercher 23ain Mehefin). Bydd dysgwyr yn cael pum diwrnod gwaith o dderbyn eu CGP i ofyn am adolygiad canolfan (erbyn 3.15pm ar ddydd Gwener 25ain o Fehefin). Bydd yr ysgol yn ymateb yn ysgrifenedig i'r cais adolygu o fewn pum diwrnod gwaith ar ôl derbyn ffurflen gais adolygu'r ganolfan. **Gwneir pob penderfyniad erbyn 30ain o Fehefin.**

2.2 Yng Ngham 1, ni fydd angen i'r rhan fwyaf o ddysgwyr weld mwy o wybodaeth na'r cofnod gwneud penderfyniad er mwyn penderfynu a ydynt yn ystyried bod camgymeriad wedi'i wneud a gofyn am adolygiad. Bydd dysgwyr yn cael cyfle i ofyn am gael gweld y dystiolaeth arall y mae'r ysgol yn dibynnu arni wrth bennu'r radd cyn penderfynu cyflwyno apêl cam 2 i CBAC os ydynt yn credu bod y gwall yn dal i fodoli ar ôl yr adolygiad canolfan.

2.3 Os nad yw dysgwr yn teimlo y gall wneud penderfyniad ynghylch a ddylid gofyn am adolygiad canolfan heb weld tystiolaeth ychwanegol, ni all ond gofyn am gael gweld y dystiolaeth y dibynnodd yr ysgol arni'n uniongyrchol wrth bennu'r radd. Os gofynnir am dystiolaeth sy'n mynd y tu hwnt i'r dystiolaeth y dibynnir arni wrth bennu'r radd, gall yr ysgolion ei gwrthod ar y sail ei bod yn gais afresymol.

2.4 Nid oes disgwyl i ganolfannau ail-farcio asesiadau. Rhaid rhoi 5 diwrnod gwaith i ddysgwyr o'r adeg y maent wedi derbyn yr holl wybodaeth berthnasol i benderfynu a ddylid gofyn am adolygiad canolfan.

Pwy sy'n rhan o'r adolygiad canolfan?

2.5 Bydd yr ysgol yn penodi aelod o staff nad oedd yn rhan o'r broses o bennu'r radd i oruchwylio'r broses adolygiad canolfan. Bydd hwn yn aelod o'r UDA nad yw'n ymwneud â'r maes pwnc dan sylw. Fodd bynnag, gall y sawl sy'n gwneud y penderfyniad gwreiddiol fod yn rhan o'r broses i wirio a wnaed camgymeriad.

2.6 Bydd manylion holl Adolygiadau Canolfan Cam 1 yn cael eu cofnodi gan yr ysgol. Bydd CBAC yn casglu data ar y nifer a chanlyniad pob adolygiad canolfan.



Cam 2 – Apelio at CBAC

3.1 Gellir cyflwyno apeliadau Cam 2 i CBAC ar sail dyfarniad academaidd afresymol. Gellir cyflwyno apeliadau hefyd ar sail gweithdrefnol. Mae'n bwysig nodi, a sicrhau bod dysgwyr yn ymwybodol, na ellir cyflwyno apêl Cam 2 ar sail dyfarniad academaidd afresymol oni bai bod adolygiad canolfan Cam 1 wedi'i gwblhau.

3.2 Mae dysgwyr yn gyfrifol am amlinellu'r seiliau a'r rhesymau dros ofyn am yr apêl, ond rhaid i'r apêl gael ei chyflwyno i CBAC gan yr ysgol. Ni fydd CBAC yn derbyn apeliadau'n uniongyrchol gan ddysgwyr na rhieni/gofalwyr. Bydd gan yr ysgol ffurflen ar-lein ar ein gwefan i gyflwyno'r cais. Gall y radd godi, gostwng neu aros yr un fath ar apêl i CBAC. Ceir rhagor o fanylion am rôl CBAC yn y broses apelio ar eu gwefan: <https://www.cbac.co.uk/>

3.3 Bydd y dull o ymdrin â'r apêl yn dibynnu ar y wybodaeth a ddarperir gan y dysgwr a'r sail ar gyfer yr apêl:

- **Gwall gweinyddol y ganolfan:** Rhagwelir y bydd gwallau gweinyddol wedi'u cywiro yn ystod adolygiad canolfan. Os yw'r dysgwr o'r farn bod gwall gweinyddol yn parhau, bydd CBAC yn ystyried y dystiolaeth o ran a ddigwyddodd camgymeriad.
- **Gwall gweithdrefnol:** Yn seiliedig ar y wybodaeth a ddarparwyd gan y dysgwr, bydd CBAC yn gwerthuso a oedd y ganolfan yn dilyn y weithdrefn sy'n cael ei herio gan y dysgwr. Nid yw'n sail i apêl bod y dysgwr yn anghytuno â chynnwys gweithdrefn, ffocws apêl yw cymhwyso'r weithdrefn.
- **Gradd afresymol:** Bydd CBAC yn ystyried cofnod gwneud penderfyniad y dysgwr a thystiolaeth gysylltiedig ac yn penderfynu a yw'r radd yn rhesymol. Dim ond os yw ymhell y tu allan i ffiniau barn academaidd resymol ac na all y dystiolaeth gefnogi'r radd a ddyfernwyd yn rhesymol y caiff gradd a bennir gan ganolfan ei hystyried yn afresymol. Ni fydd yr apêl yn ystyried gradd amgen a gyflwynir gan y dysgwr nac a yw gradd amgen yn rhesymol. Gan fod y radd a bennir gan y ganolfan yn gyfannol ei natur, bydd yr adolygydd yn cymryd agwedd gyfannol debyg at wneud penderfyniadau. Ni fydd yr adolygydd yn ail-farcio asesiadau unigol.

3.4 Bydd CBAC yn hysbysu'r ysgol yn ysgrifenedig o ganlyniad yr apêl gan gynnwys y rheswm(au) dros y penderfyniad.

3.5 Os oes gwall wedi digwydd sydd wedi arwain at radd anghywir, bydd CBAC yn cywiro'r radd.

3.6 Bydd yr ysgol yn rhoi copi o lythyr canlyniadau CBAC i'r dysgwr. Bydd y llythyr yn rhoi gwybod i'r dysgwr am gam nesaf y broses apelio – EPRS Cymwysterau Cymru Cam 3.

Dyddiadau Allweddol ar gyfer Apêl Cam 2

TAG, Tystysgrif Her Sgiliau Uwch, Lefel 3 Iechyd a Gofal Cymdeithasol: Egwyddorion a Chyd-destunau	
Apeliadau blaenoriaeth (y rhai lle mae lleoliadau addysg uwch arfaethedig ar eu cyfer):	10 – 23 Awst
Apeliadau nad ydynt yn flaenoriaeth:	10 Awst – 17 Medi
TGAU, Tystysgrif Her Sgiliau Sylfaen a Chenedlaethol, Lefel 2 Iechyd a Gofal Cymdeithasol: Egwyddorion a Chyd-destunau, Lefel 2 Gofal, Chwarae, Dysgu a Datblygiad Plant (Uned 216)	
Pob apêl:	24 Awst – 21 Medi

3.7 Rhaid i unrhyw ddysgwr sy'n cyflwyno cais am apêl â blaenoriaeth gynnwys ei rif cyfeirnod UCAS gyda'r cais apêl er mwyn iddo gael ei brosesu felly. Bydd manylion yr ymgeisydd yn cael eu gwirio yn erbyn data UCAS a bydd CBAC ond yn prosesu ceisiadau fel apêl blaenoriaeth os yw prifysgol yr ymgeisydd neu le addysg uwch arall yn aros am ganlyniad apêl. Ni fydd ceisiadau a gyflwynir heb rif cyfeirnod UCAS yn cael eu prosesu fel ceisiadau blaenoriaeth. Dylai ymgeiswyr hefyd hysbysu eu prifysgol neu sefydliad addysg uwch arall eu bod wedi gofyn am apêl.

Beth yw ystyr dyfarniad academaidd afresymol yng Ngham 2?

3.8 Yr ysgol sydd yn y sefyllfa orau i adolygu ei phenderfyniad ar radd a gwneud unrhyw gywiriadau lle credant fod camgymeriad wedi'i wneud. Nid yw'r un lefel o fanylder gwenud penderfyniadau yn bosibl yn apêl Cam 2 a gynhelir gan CBAC. Y rheswm am hyn yw nad oes asesiadau safonedig ac mae gradd derfynol y ganolfan a bennir yn farn gyfannol ar lefel cyrhaeddiad y dysgwr.

3.9 Ni fydd adolygydd CBAC yn gor-wneud barn gyfannol ysgol ar y radd gywir i'r dysgwr oni bai bod barn academaidd afresymol yn cael ei harfer yn glir. Mae adolygwyr CBAC yn annhebygol o allu gwneud penderfyniadau ynghylch a fyddai newid i radd gyfagos (gradd 'D' i radd 'C' er enghraifft) yn arwain at ddyfarnu gradd fwy cywir. Mae canllawiau Cymwysterau Cymru a CBAC yn nodi mai'r ysgol sydd yn y sefyllfa orau i lunio'r dyfarniadau gorau hynny yn seiliedig ar yr holl dystiolaeth a'r wybodaeth sydd ganddi a aeth i bennu'r radd.

4.0 Dim ond os yw ymhell y tu allan i ffiniau barn academaidd resymol ac na all y dystiolaeth gefnogi'r radd a ddyferwyd yn rhesymol y caiff gradd a bennir gan ganolfan ei hystyried yn afresymol. Er enghraifft, ni fydd penderfyniad i ddyfarnu gradd 'B' yn afresymol os yw'r sawl sy'n gwneud y penderfyniad ar gyfer yr apêl o'r farn y byddai'r dystiolaeth yn cefnogi naill ai gradd 'A' neu radd 'B'. Byddai'r ddau yn rhesymol ac felly ni fyddai'r naill na'r llall yn afresymol. Byddai'r dyfarniad yn cael ei ystyried yn afresymol pe bai'n golygu na allai unrhyw ganolfan arall yn yr un sefyllfa, a gweithredu'n rhesymol, fod wedi dod i'r un dyfarniad. Dyma'r safon y bydd CBAC yn ei defnyddio wrth benderfynu ar adolygiadau.

4.1 Mae'r ysgol yn gobeithio y gellid datrys unrhyw faterion cyn apêl Cam 2. Fodd bynnag, mae apêl Cam 2 ar sail barn academaidd afresymol yn rhwyd ddiogelwch bwysig i sicrhau tegwch i ddysgwyr sy'n ystyried bod camgymeriad barn sylweddol wedi bod ym mhenderfyniad graddio'r ganolfan neu fod rhagfarn neu wahaniaethu wedi effeithio ar benderfyniad y ganolfan.



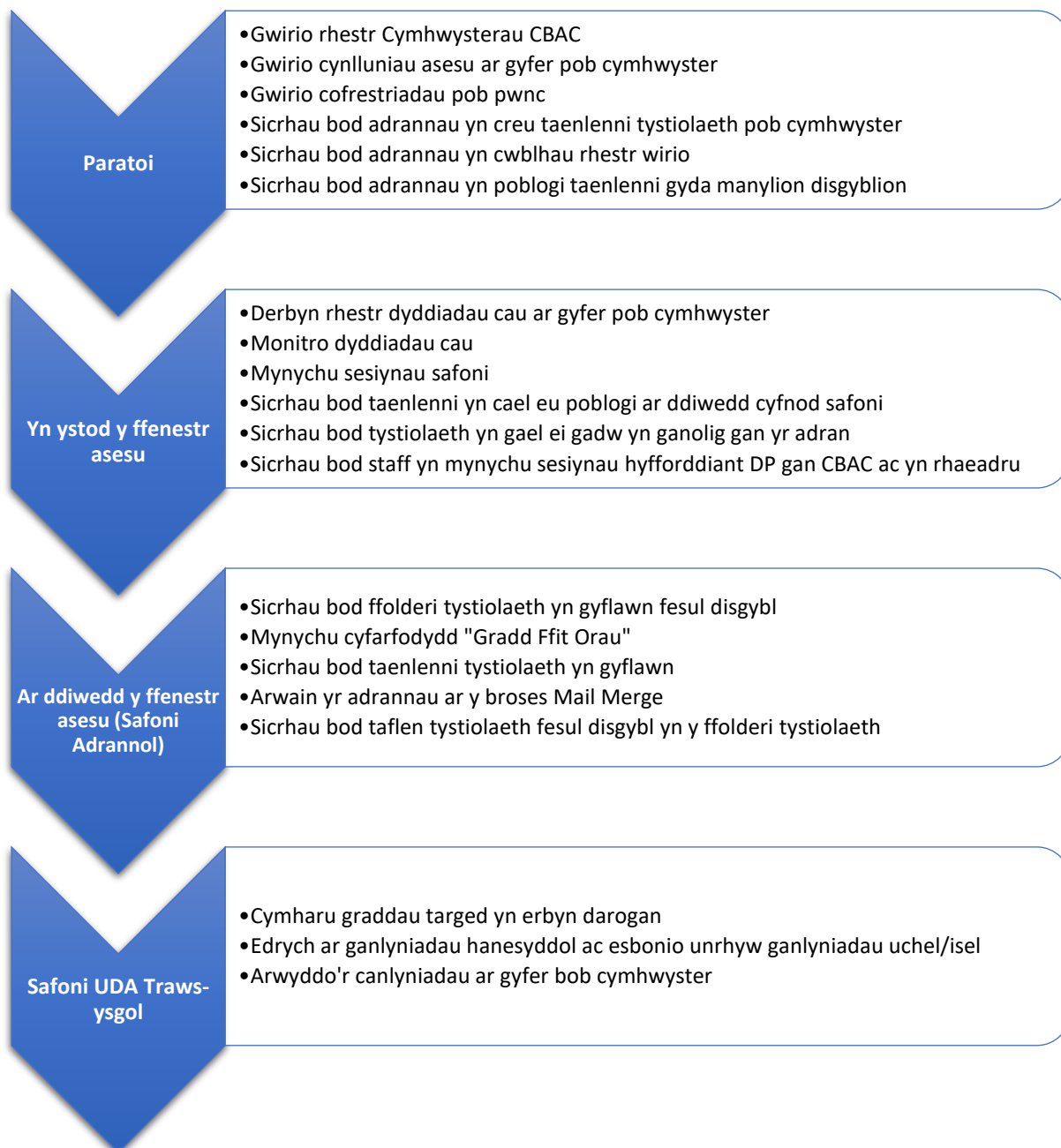
Cam 3 – Gwasanaeth Adolygu Gweithdrefnau Arholiadau Cymwysterau Cymru (EPRS)

Mae'r EPRS yn adolygiad gweithdrefnol a gynhelir gan Gymwysterau Cymru i wirio a yw CBAC wedi cydymffurfio â'i weithdrefnau ei hun. Bydd yr EPRS eleni yn parhau i ganolbwyntio'n gyfan gwbl ar gydymffurfiaeth CBAC â gofynion rheoliadol a'u gweithdrefnau eu hunain. Ni fydd Cymwysterau Cymru yn adolygu a yw'r ganolfan wedi cydymffurfio â'i pholisïau neu ei gweithdrefnau ei hun na'r rhai a bennwyd gan CBAC er mwyn iddi ei dilyn. Bydd CBAC yn cynnal y rhan honno o'r broses apelio yng Ngham 2. Ni fydd Cymwysterau Cymru yn adolygu cywirdeb y penderfyniad graddio ac ni fydd yn newid unrhyw raddau. Os bydd Cymwysterau Cymru yn nodi bod CBAC wedi methu â chydymffurfio mewn rhyw ffordd, bydd yn ofynnol i CBAC ystyried ei ganfyddiadau ac ystyried a yw'r methiant hwnnw'n effeithio ar gywirdeb y radd. Yn ymarferol, bydd yr EPRS ond yn nodi methiannau gweithdrefnol ar ran CBAC ac mae'n annhebygol o arwain at newidiadau mewn penderfyniadau ar farn academiaidd o ganlyniad. Ceir rhagor o fanylion am y broses EPRS ar wefan Cymwysterau Cymru: <https://www.qualificationswales.org/>

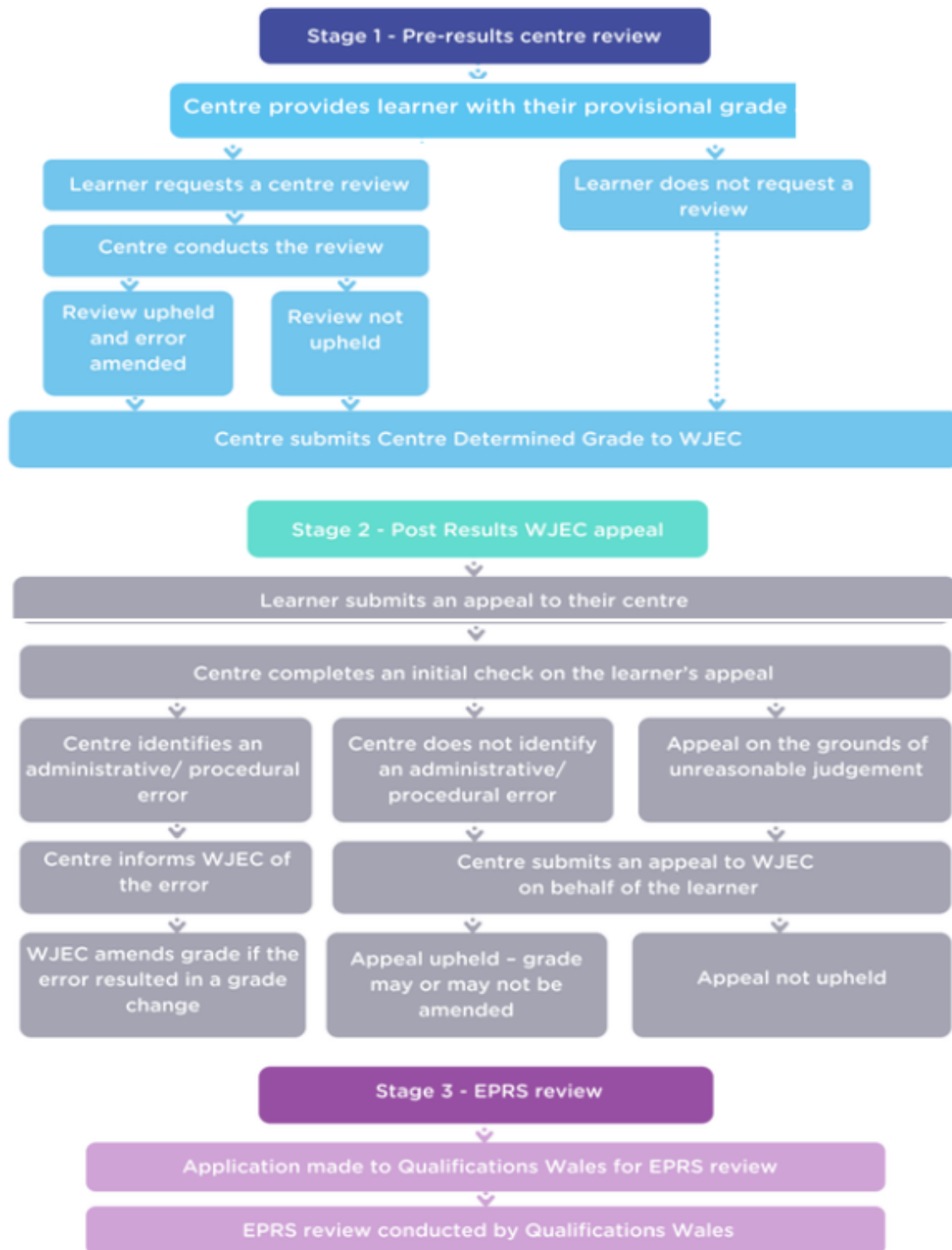


Trosolwg o'r Broses Sicrhau Ansawdd Graddau a Bennir gan y Ganolfan (Haf 2021)

Ysgol Gyfun Cwm Rhondda



Atodiad 2: Prosesau Adolygiad Canolfan ac Apelio



Atodiad 3: Ffurflen Gais am Apeliadau Adolygiad Canolfan*



Ysgol Gyfun Cwm Rhondda

Appeals Policy 2021

Centre Determined Grades



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Introduction

This policy is intended to cover the temporary 'Centre Determined Grade' (CDG) arrangements that have been put in place by Welsh Government due to Covid-19 related issues. This policy covers approved GCSE, AS and A level qualifications and the Welsh Baccalaureate Skills Challenge Certificates provided by the WJEC.

A very small minority of our pupils follow courses for other examination boards. Appeals for other examination board qualifications will be dealt with as per the relevant appeals policies for those boards. Please refer to the JCQ Guide to appeals processes, summer 2021 document for these qualifications.

All WJEC and Qualifications Wales guidance has been followed when assembling this guidance. Learners will be provided with the details of this policy via our website, the school messaging service and in the pack that they will be issued on the provisional results day. Staff will be on hand to help and advise throughout the process.

Results will be issued on the following dates:

21st June 2021 = Years 10 & 11 (GCSE) and Years 12 & 13 (AS and A2)

It will be possible for learners to appeal once they have received their results. However, learners must follow the process outlined in this policy for the appeal to be valid. There are three stages to this new appeals process:

- Stage 1 – Centre Review
- Stage 2 – Appeal to WJEC
- Stage 3 - Qualifications Wales' Exam Procedures Review Service (EPRS)



Stage 1 – Centre review

1.1 If a learner believes that an error has been made in the determination of their grade, they can ask the school to review the decision. Before requesting a full centre review, learners should ask to see the 'Decision Making Record' (DMR) to inform their decision. The DMR should be requested via emailing the school on canlyniadau2021@ygcwmrhondda.cymru within 48 hours of receiving the grade (by end of day Wednesday 23rd June). Only communication sent via this address will be accepted as a formal request.

1.2 If learners decide to proceed with a centre review, they must complete the online centre review request form. Learners must state clearly where they believe an error has been made when submitting the review. Learners must give written consent before a review can be undertaken and need to acknowledge that their grade could go up or down as a result of the review.

IMPORTANT: A request for a centre review will only be accepted on the correct 'centre review request form', only after the DMR has been requested and within the timescales outlined below.

1.3 As the primary decision maker in determining the grade, the school has the opportunity to review its decision before any external party plays a part in the appeals process. The school will review the evidence and make a judgement on whether the grade is correct. For example, having reviewed the original decision the school could conclude that a learner awarded a grade 'D' for their History GCSE should have received a 'C' grade i.e. an error was made in determining the original grade.

Key facts on the centre review process:

- i. Learners should only request a centre review if they consider an error has been made and they can identify where they think that error has been made.
- ii. Learners should briefly explain the nature of the error when requesting a centre review.
- iii. The centre review is an opportunity for learners to request a review where they consider an error has been made in the determination of their grade – the focus is on the overall grade not on the marking of individual assessments.
- iv. There is no expectation that the school re-mark assessments.
- v. Learners are not able to negotiate which evidence should have been included. Any evidence not on the assessment plan cannot be retrospectively considered.
- vi. A centre review must be requested on the correct 'centre review request form' and within the deadlines outlined in this policy.
- vii. Learners should only request a review where they consider that the error has had a material effect on the accuracy of the grade.
- viii. The centre review is not an opportunity for learners to try and improve grades that have been determined fairly in accordance with the school's assessment and quality

assurance processes and are supported by the evidence and the decision-making record. Please see 'Overview of the School's Quality Assurance Processes' in Appendix 1.

- ix. The centre review is an opportunity for the school to check they have not made any errors in the determination of the grade. However, it should be noted that every grade awarded would have already gone through a three-stage checking process and be subject to the school's quality assurance procedures.
- x. Grades can go up, down or remain the same following the centre review.
- xi. The school cannot revisit their own centre review once it is complete.
- xii. If a learner is unhappy with the outcome of a centre review, the next step is a Stage Two appeal to the WJEC.

Requesting a Centre Review

1.4 If a learner considers there may be an error in the determination of their grade, they should check the DMR before deciding to request a full centre review. A request form will be available on the school website to get access to the DMR. A request should be made to canlyniadau2021@ygcwmrhondda.cymru within 48 hours of receiving the grade (by the end of day Wednesday 23rd June).

1.5 The DMR should provide learners with enough information to understand how the school has reached the decision on their grade, and the information or evidence taken into account in making that decision. The DMR is an important part of the alternative awarding arrangements this year. Not only does it mean that quality assurance processes are documented, but it also provides learners with access to information that will help them to understand why they have been awarded the grades and to make an informed decision on whether they believe there has been an error in the determination of their grade.

1.6 If learners identify an error from the DMR, they should use the centre review request form to outline the nature of the error when requesting a review. They should also make clear how and why they think this error would have had an impact on the grade awarded. The learner will have five working days from receipt of the DMR to complete their centre review request form. This must be received by the school no later than 3.15pm on 25th June via the official email address: canlyniadau2021@ygcwmrhondda.cymru

1.7 If the learner cannot outline the nature of the error on the form and how this would have impacted upon the grade, it will not be possible to progress the review. If the learner applies after five working days from when they received their DMR, it will not be possible to progress the review.

1.8 The school will reply to centre review requests within five working days. The school will inform the learner in writing of the outcome of the review. The decision cannot be revisited by the school after this point.

1.9 If the learner does not agree with the decision, there is no further internal centre review stage. The escalation is to the WJEC stage 2 appeal.

IMPORTANT: It is not possible to appeal to the WJEC without having first requested a centre review from the school.

Possible reasons for a request for a centre review could include:

- i. The grade for the learner was incorrectly documented (There is clear evidence that the grade awarded has been entered incorrectly or is based on other incorrectly entered data).
- ii. Reasonable adjustments or special considerations were not taken into consideration when they should have been (There is no record on the 'decision-making record' that these things have been applied, when learners were entitled to them at the time).
- iii. Assessment evidence that was part of the assessment plan was not taken into account. (These have to be the assessment evidence listed on the assessment plan. Learners can be only assessed on work they have completed within the assessment plan. Other assessments or work cannot be introduced at the appeal stage. If work was missed, decisions can only be made on the work that has been completed).
- iv. The grade is not supported by the information in the decision-making record. (There is a mismatch between the information on the decision-making grade and the actual grade awarded).



The timeframes and sharing of evidence at centre review

2.1 The decision-making record for each qualification will be shared with the learner upon request. The learner will use this information when considering whether to request a centre review. The school must allow learners 48 hours from the time the learner received the provisional grade to request the decision-making record. Learners will have five working days from the receipt of their DMR to request a centre review. The school will reply in writing to the review request within five working days from the receipt of the centre review request form. **All decisions will be made by 30th June.**

2.2 At Stage 1, 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 the school in determining the grade before deciding to submit a stage 2 appeal to WJEC if they believe the error still remains after the centre review.

2.3 If a learner does not feel able to make a decision on whether to request a centre review without seeing additional evidence, they can only ask to see the evidence that was directly relied upon by the school in determining the grade. If a request is made for evidence that goes beyond the evidence relied upon in determining the grade, the schools can refuse it on the basis that it is an unreasonable request.

2.4 There is no expectation that centres re-mark assessments. Learners must be given 5 working days from when they have received all relevant information to decide whether to request a centre review.

Who is part of the centre review?

2.5 The school will appoint a member of staff who was not involved in determining the grade to oversee the centre review process. This will be a member of the SLT not involved with the subject area concerned. However, the original decision maker may be part of the process to check whether an error was made.

2.6 Details of all Stage 1 Centre Reviews will be recorded by the school. The WJEC will collect data on the number and result of all centre reviews.



Stage 2 – Appeal to WJEC

3.1 Stage 2 appeals can be submitted to WJEC on the grounds of an unreasonable academic judgement. Appeals can also be put forward on procedural grounds. It is important to note, and to make sure that learners are aware, that a Stage 2 appeal on grounds of unreasonable academic judgement cannot be submitted unless a Stage 1 Centre Review has been completed.

3.2 Learners are responsible for outlining the grounds and reasons for requesting the appeal, but the appeal must be submitted to WJEC by the school. The WJEC will not accept appeals directly from learners or parents/carers. The school will have an online form on our website to submit the request. The grade can go up, down or remain the same on appeal to the WJEC. Further details about the WJEC's role in the appeals process can be found on their website: <https://www.wjec.co.uk/>

3.3 The approach to the appeal will depend upon the information provided by the learner and the ground for the appeal:

- i. **Centre administrative error**: It is anticipated that administrative errors will have been corrected during a centre review. If the learner considers that an administrative error persists, WJEC will consider the evidence in respect of whether an error occurred.
- ii. **Procedural error**: Based on the information provided by the learner, WJEC will evaluate whether the centre followed the procedure which is being challenged by the learner. It is not a ground for an appeal that the learner disagrees with the content of a procedure, the focus of an appeal is the application of the procedure.
- iii. **An unreasonable grade**: WJEC will consider the learner's decision-making record and related evidence and determine whether the grade is 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. As the centre determined grade is holistic in nature, the reviewer will take a similarly holistic approach to their decision-making. The reviewer will not re-mark individual assessments.

3.4 WJEC will inform the school in writing of the outcome of the appeal including the reason(s) for the decision.

3.5 If an error has occurred which has resulted in an incorrect grade, WJEC will correct the grade.

3.6 The school will provide the learner with a copy of WJEC's outcome letter. The letter will inform the learner of the next stage of the appeals process – Stage 3 Qualifications Wales EPRS.

Key Dates for the Stage 2 Appeal

GCE, Advanced Skills Challenge Certificate, Level 3 Health and Social Care: Principles and Contexts	
Priority appeals <i>(those for which a higher education place is pending):</i>	10 – 23 August
Non-priority appeals:	10 August – 17 September
GCSE, Foundation and National Skills Challenge Certificate, Level 2 Health and Social Care: Principles and Contexts, Level 2 Children’s Care, Play, Learning and Development (Unit 216)	
All appeals:	24 August – 21 September

3.7 Any learner who submits a priority appeal request must include their UCAS reference number with the appeal application in order for it to be processed as such. The candidate’s details will be checked against UCAS data and WJEC will only process applications as a priority appeal if the candidate’s university or other higher education place is pending the outcome of an appeal. Applications submitted without a UCAS reference number will not be processed as priority applications. Candidates should also notify their university or other higher education establishment that they have requested an appeal.

What is meant by unreasonable academic judgement at Stage 2?

3.8 The school is best placed to review its decision on a grade and make any corrections where they believe an error has been made. The same level of finely tuned decision making is not possible at the Stage 2 appeal conducted by WJEC. This is because there aren’t standardised assessments and the final centre determined grade is a holistic judgement on the learner’s level of attainment.

3.9 The WJEC reviewer will not overrule a school’s holistic judgement on the correct grade for the learner unless there was a clear exercise of unreasonable academic judgement. WJEC reviewers are unlikely to be able to make decisions on whether a change to an adjacent grade (a ‘D’ to a ‘C’ for example) would result in a more accurate grade being awarded. Qualifications Wales and WJEC guidance states that the school is best placed to make those finer judgements based on all the evidence and knowledge it holds that went into determining the grade.

4.0 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. For example, a decision to award a grade B will not be unreasonable where the decision maker for the appeal considers the evidence would support either a grade A or a grade B. Both would be reasonable and therefore neither would be unreasonable. The judgement would be considered unreasonable if it were such that no other centre in the same position, and acting reasonably, could have reached the same judgement. This is the standard that the WJEC will use in determining reviews.

4.1 The school hopes that any issues could be resolved before a Stage 2 appeal. However, the Stage 2 appeal on the grounds of unreasonable academic judgement is an important safety net to ensure fairness for learners who consider there has been a significant error of

judgement in the centre's grading decision or that the decision by the centre has been affected by bias or discrimination.



Stage 3 – Qualifications Wales’ Exam Procedures Review Service (EPRS)

The EPRS is a procedural review conducted by Qualifications Wales to check whether the WJEC has complied with its own procedures. The EPRS this year will remain focused solely on WJEC’s compliance with regulatory requirements and their own procedures. Qualifications Wales will not review whether the centre has complied with its own policies or procedures or those set by WJEC for it to follow. That part of the appeals process will take place at Stage 2 by WJEC. Qualifications Wales will not review the accuracy of the grading decision and will not change any grades. If Qualifications Wales identify that the WJEC has failed to comply in some way, they will require the WJEC to consider their findings and consider whether that failure has a bearing on the accuracy of the grade. In practice, the EPRS will only identify procedural failures on behalf of the WJEC and is unlikely to lead to changes in decisions on academic judgement as a result. Further details on the EPRS process can be found on the Qualifications Wales website: <https://www.qualificationswales.org/english/>

Appendix 1: Overview of the School's Quality Assurance Processes



Overview of the School's Quality Assurance Processes for Centre Determined Grades (Summer 2021)

Ysgol Gyfun Cwm Rhondda



Appendix 2: Process for Centre Review and Appeals

