



Additional Standard Conditions of Recognition for the Welsh Baccalaureate Skills Challenge Certificate



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Version history

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This document was updated in January 2022 due to the discontinuation of the WJEC Foundation (Post-16) and WJEC National (Post-16) Skills Challenge Certificate (Welsh BaccaLaureate) qualifications and their associated Welsh BaccaLaureate frameworks in 2020.

This document is also available in [Welsh](#).

We keep our Regulatory Documents under review and welcome feedback at any time. Please send any comments to policy@qualificationswales.org.

Application of this Regulatory Document

This document applies only in relation to the following Skills Challenge Certificate qualifications and their associated Welsh BaccaLaureate frameworks (the '**relevant qualifications**')

- WJEC Foundation/National Skills Challenge Certificate (Welsh BaccaLaureate) - QWAN C00/0721/7 (and framework WJEC National/Foundation Welsh BaccaLaureate - QWAN C00/0721/3)
- WJEC Advanced Skills Challenge Certificate (Welsh BaccaLaureate) – QWAN C00/0721/2 (and framework WJEC Advanced Welsh BaccaLaureate - QWAN C00/0721/6).

Introduction

This document sets out the Additional Standard Conditions of Recognition that apply in relation to the relevant qualifications as specified above.

Section 1 - Additional Standard Conditions A-L - Reviews, Moderation and Appeals

This section sets out Additional Standard Conditions of Recognition for reviewing the Moderation of, and appeals about, the relevant qualifications.

Section 2 – Additional Standard Condition M - Grade Boundaries

This section sets out an Additional Standard Condition of Recognition relating to the procedures awarding bodies must use to set grade boundaries for the relevant qualifications.

Section 1 – Additional Standard Conditions for the Welsh Baccalaureate Skills Challenge Certificate A-L – Centre Marking, Moderation, Reviews of Moderation and Appeals

This section sets out Additional Standard Conditions of Recognition that apply to the relevant qualifications as specified above under the heading 'Application of this Regulatory Document'.

Welsh Baccalaureate Condition A – Marking arrangements

- WB.A1 In respect of each relevant qualification which it makes available where an assessment is marked by a Centre, an awarding body must ensure that those arrangements provide for training to be made available to that Centre prior to the marking.
- WB.A2 In respect of each relevant qualification which it makes available, an awarding body must ensure that the monitoring which is carried out in accordance with Standard Condition C1.1(b) includes monitoring of whether or not Assessors are marking in a manner which is compliant with the awarding body's Conditions of Recognition.

Welsh Baccalaureate Condition B – Moderation arrangements

- WB.B1 Where evidence generated by a Learner in an assessment for a qualification made available by an awarding body is marked by a Centre, the awarding body must have in place clear and effective arrangements to undertake Moderation of the assessment.
- WB.B2 An awarding body must ensure that any such Moderation which it undertakes allows it effectively to determine whether or not:
- (a) the assessment remains fit for purpose, and
 - (b) the criteria against which learners' performance is differentiated are being applied accurately and consistently by Assessors in different Centres, regardless of the identity of the Assessor, Learner, or Centre.
- WB.B3 An awarding body must:

(a) ensure that any such Moderation which it undertakes ensures that it is able to make any necessary changes to a Centre's marking of evidence generated by a Learner in an assessment, and

(b) make such a change wherever it considers it necessary in order to ensure that the assessment remains fit for purpose or that the criteria against which Learners' performance is differentiated are being applied accurately and consistently.

WB.B4

In respect of each relevant qualification involving Moderation which it makes available, an awarding body must ensure that the arrangements which are in place in accordance with Standard Condition H2.1 provide that –

(a) all Moderation will be carried out by persons who have appropriate competence and who have no personal interest in the outcome of the Moderation,

(b) a person who was previously involved in a Centre's marking of an assessment must not be involved in Moderation in respect of that marking,

(c) prior to carrying out any Moderation, each person tasked with carrying out such Moderation shall be provided with training,

(d) prior to carrying out any Moderation, a person tasked with carrying out such Moderation shall be provided with a copy of –

(i) any evidence generated by Learners which is to be considered for the purpose of Moderation or, where such evidence is not held or cannot readily be copied, a representation of the evidence in another form,

(ii) the record of the awarding of marks made by Assessors when that evidence was marked,

(iii) any comments which Assessors recorded during the marking of that evidence, and

(iv) the criteria against which Learners' performance is differentiated,

(e) the awarding body shall monitor whether or not the persons who are carrying out the Moderation are –

- (i) doing so in a manner which is compliant with Standard Condition H2, and
 - (ii) making determinations which are consistent over time and consistent with determinations made by each other,
- and

(f) where the awarding body learns, through its monitoring or otherwise, that Moderation has not been carried out in a manner which is compliant with Standard Condition H2, or has been carried out inconsistently, it shall take all reasonable steps to –

- (i) correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure, and
- (ii) ensure that the failure does not recur in the future.

WB.B5 In respect of each relevant qualification involving Moderation which it makes available, an awarding body must ensure that the monitoring which is carried out in accordance with Standard Condition C1.1(b) includes monitoring of whether or not persons carrying out Moderation are doing so in a manner which is compliant with the awarding body's Conditions of Recognition.

WB.B6 In respect of each relevant qualification which it makes available or proposes to make available where an assessment is marked by a Centre, an awarding body must notify Centres (sufficiently far in advance to satisfy their reasonable planning requirements) of its requirements in relation to the time by which marks for the assessment and materials in respect of the assessment must be provided to it to enable it to undertake Moderation.

Welsh Baccalaureate Condition C – Notification of Moderation outcome

WB.C1 In respect of each relevant qualification which it makes available where an assessment is marked by a Centre, an awarding body must notify the Centre of the outcome of Moderation so as to allow a reasonable time period for the Centre to consider whether to request a review of Moderation, taking into account any date by which the awarding body requires such a request to

be received.

WB.C2 The notification which an awarding body provides for the purposes of Condition WB.C1 must specify the reasons for the outcome of Moderation.

Welsh Baccaulaureate Condition D – Review of Moderation

WB.D1 In respect of each relevant qualification which it makes available an awarding body must establish, maintain and comply with arrangements to carry out, on request from a Centre, a review of any Moderation by the awarding body of that Centre's marking of an assessment.

WB.D2 The arrangements may –

(a) provide that the awarding body shall only carry out a review of Moderation on payment of a fee,

(b) specify other reasonable requirements for the making of a request for a review of Moderation and

(c) specify a date by which a review of Moderation must be requested.

WB.D3 Where the arrangements specify a date by which a review of Moderation must be requested, the date must –

(a) be reasonable, taking into account –

(i) the date by which a Centre may be notified of the outcome of Moderation in accordance with the awarding body's arrangements, and

(ii) the purpose of the Welsh Baccaulaureate Skills Challenge Certificate, and

(b) comply with the requirements set out in Appendix 1 of these Conditions.

WB.D4 The arrangements must provide that, on carrying out a review of Moderation –

(a) where the awarding body determines that the Moderation did

not include any Moderation Error, it shall not change the outcome of Moderation,

(b) where the awarding body determines that the Moderation included a Moderation Error, it shall make changes to the outcome of the Moderation only to the extent necessary to correct the effect of the Moderation Error, but shall make no other changes to the outcome of Moderation, and

(c) the awarding body shall document the reasons for any determination and for any change to the outcome of Moderation.

WB.D5

The arrangements must provide that –

(a) all reviews of Moderation will be carried out by persons who have appropriate competence and who have no personal interest in the outcome of the review being carried out,

(b) a person who was previously involved in the Centre's marking of an assessment or in Moderation in respect of that marking must not be involved in a review of Moderation in respect of that marking,

(c) prior to carrying out any review of Moderation, each person tasked with carrying out such a review shall be provided with training on how to do so in a way that complies with this Condition,

(d) prior to carrying out a review of Moderation, a person tasked with carrying out such a review shall be provided with –

- i. a copy of any evidence generated by Learners (or any representation of such evidence) which was considered for the purpose of the Moderation,
- ii. a copy of the record of the awarding of marks made by Assessors when that evidence was marked,
- iii. a copy of any comments which Assessors recorded during the marking of that evidence,
- iv. a copy of the criteria against which Learners' performance is differentiated, and

- v. the outcome of Moderation, including any changes made to the Centre's marking, and the reasons for that outcome,
- (e) the awarding body shall monitor whether or not the persons carrying out reviews of Moderation –
- (i) are doing so in a way that complies with this Condition, and
 - (ii) are making determinations which are consistent over time and consistent with determinations made by each other,
- (f) where the awarding body learns, through its monitoring or otherwise, that a review of Moderation has not been carried out in a way that complies with this Condition, or has been carried out inconsistently, it shall take all reasonable steps to –
- i. correct, or where it cannot be corrected, mitigate as far as possible the effect of the failure, and
 - ii. ensure that the failure does not recur,
- (g) the awarding body reports to the Centre both the outcome of the review of Moderation and, either together with that outcome or later, the reasons documented when the review of Moderation was carried out, and
- (h) where, on carrying out a review of Moderation, the awarding body discovers what it considers to be an error in the moderation of an assessment, the awarding body includes details of the error in its report to the Centre on the outcome of the review of Moderation.

WB.D6

The arrangements must, following the awarding body's notification of the outcome of the review of Moderation, provide for –

- (a) marks and (where appropriate) results to be updated promptly to take into account any change in the outcome of Moderation,

(b) marks and (where appropriate) results to be updated promptly to correct the effect of any Moderation Error notified to the Centre in a way that complies with this Condition, and

(c) reasonable steps to be taken to identify any other assessment, in relation to which there has been a similar error and to update marks and (where appropriate) results promptly to correct the effect of any error which is identified, provided that a Learner's result shall not be updated so as to lower that result.

Welsh Baccalaureate Condition E – Appeals process for the Welsh Baccalaureate Skills Challenge Certificate

WB.E1 In respect of each relevant qualification which an awarding body makes available, or proposes to make available, Standard Condition I1 (Appeals process) does not apply.

WB.E2 In respect of each relevant qualification which it makes available, an awarding body must establish, maintain and comply with an appeals process which must provide for the appeal of –

(a) the outcome of a review of Moderation

(b) decisions regarding Reasonable Adjustments and Special Consideration, and

(c) decisions relating to any action to be taken against a Learner or a Centre following an investigation into malpractice or maladministration.

WB.E3 The appeals process may –

(a) provide that the awarding body shall only conduct an appeal on payment of a fee,

(b) specify other requirements for the making of a request for an appeal, provided that such requirements are reasonable, and

(c) specify a time period during which an appeal must be requested.

- WB.E4 Where the arrangements specify a time period during which an appeal must be requested, the time period must –
- (a) be reasonable, and
 - (b) comply with the requirements set out in Appendix 1 of these Conditions.
- WB.E5 The appeals process must provide for –
- (a) all appeal decisions to be taken by persons who have appropriate competence,
 - (b) the awarding body to take all reasonable steps to ensure that no conflict of interest is present which may have an Adverse Effect,
 - (c) all appeal decisions to be taken by persons who were not previously involved in any marking, Moderation, or review of Moderation regarding an assessment in respect of a Learner to which the appeal relates,
 - (d) the final decision in respect of the outcome of an appeal to involve at least one decision maker who is not an employee of the awarding body, an Assessor working for it, or otherwise connected to it, and
 - (e) the awarding body to report the outcome of an appeal to the Learner (or as the case may be the Relevant Centre), detailing the reasons for that outcome.
- WB.E6 The appeals process must not allow a specified level of attainment which has been set for the relevant qualification to be changed.
- WB.E7 For the purposes of Condition WB.E2(a), the appeals process which an awarding body has in place must provide for the effective appeal of outcomes of Moderation on the basis –
- (a) that the Moderation (or as the case may be the review of Moderation) included a Moderation Error, and
 - (b) that the awarding body did not apply procedures consistently

or that procedures were not followed properly and fairly, provided that for these purposes any exercise of academic judgment in relation to the outcome of Moderation shall not constitute the application or following of a procedure.

- WB.E8 For the purposes of Condition WB.E2(a), the appeals process which an awarding body has in place must provide –
- (a) for any request for an appeal of the outcome of Moderation be made by the Centre, and
 - (b) that, following the outcome of an appeal, a Learner's result shall not be updated so as to lower that result

- WB.E9 For the purposes of Condition WB.E2(a), the appeals process which an awarding body has in place may provide that where an assessment has been delivered by a Relevant Centre, any request for an appeal in respect of a Learner relating to the assessment must be made by the Relevant Centre (on the Learner's behalf).

Welsh Baccalaureate Condition F – Relevant Centre decisions relating to Review and Appeal Arrangements

- WB.F1 In respect of each relevant qualification which it makes available, where an awarding body's arrangements provide that a request under WB.D and WB.E2(a) must be made by a Relevant Centre on a Learner's behalf, the awarding body must take all reasonable steps to ensure that the Relevant Centre has in place effective arrangements for the Learner to –
- (a) apply to the Relevant Centre for it to make such a request, and
 - (b) appeal a Relevant Centre's decision that such a request should not be made, and for the Relevant Centre to determine that appeal.
- WB.F2 For the purposes of Condition WB.F, an awarding body must take all reasonable steps to ensure that –
- (a) the Relevant Centre makes Learners aware of the

arrangements it has in place prior to the issue of results in respect of the assessment, and

(b) the Relevant Centre provides Learners with a statement of the arrangements promptly when requested.

Welsh Baccalaureate Condition G – Target performance in relation to Review and Appeal Arrangements

- WB.G1 In respect of each relevant qualification which it makes available, or proposes to make available, an awarding body must set targets for each of the following time periods –
- (a) the period following a request for a review of Moderation undertaken by the awarding body within which the awarding body will have reported the outcome of the review of Moderation to the Centre,
 - (b) the period following a request for such a review of Moderation within which the awarding body will have reported both the outcome of the review of Moderation and the reasons in respect of the review to the Centre,
 - (c) the period following a request for an appeal within which the awarding body will have reported the outcome of the appeal to the Learner (or as the case may be the Centre), and
 - (d) the period following receipt of all evidence in respect of an appeal within which the awarding body will have reported the outcome of the appeal to the Learner (or as the case may be the Centre).
- WB.G2 Any target time period which an awarding body has set in respect of a relevant qualification must comply with any requirements which may be published by Qualifications Wales and revised from time to time.
- WB.G3 An awarding body must take all reasonable steps to meet the target time periods which it has set in respect of a relevant qualification.

Reporting

- WB.G4 In respect of each relevant qualification which it makes available, an awarding body must provide a report to Qualifications Wales in respect of each year detailing the number of times that it has –
- (a) complied with the target time periods which it has set, and
 - (b) failed to comply with those target time periods.
- WB.G5 An awarding body must ensure that the report prepared in accordance with Condition WB.G4 –
- (a) complies with any requirements in relation to the content or the presentation of the report which may be published by Qualifications Wales and revised from time to time,
 - (b) is provided to Qualifications Wales by any date which has been specified by Qualifications Wales in advance, and
 - (c) is published, where required by Qualifications Wales, by any date which has been specified by Qualifications Wales in advance.

Welsh Baccaulaureate Condition H – Review and Appeal Arrangements and certificates

- WB.H1 In respect of each relevant qualification which it makes available, where a Learner's result has been changed under the awarding body's Review and Appeal Arrangements, the awarding body must take all reasonable steps, including having procedures in place, to –
- (a) revoke any certificate that it has issued to that Learner, and
 - (b) issue a replacement certificate which accurately reflects the amended mark.

Welsh Baccaulaureate Condition I – Discovery of failure in assessment processes

- WB.I1 Where the application of the awarding body's Review and Appeal Arrangements or the application of an appeals process in the

case of a Centre leads an awarding body to discover a failure in its assessment process, it must take all reasonable steps to –

- (a) identify any other Centre who has been affected by the failure,
- (b) correct or, where it cannot be corrected, mitigate as far as possible the effect of the failure, and
- (c) ensure that the failure does not recur in the future.

Welsh Baccaulaureate Condition J – Publication of Review and Appeal Arrangements

- WB.J1 In respect of each relevant qualification which it makes available, or proposes to make available, an awarding body must publish a statement of its Review and Appeal Arrangements (in one or more documents), including details of –
- (a) how any request for each type of review and appeal must be made,
 - (b) any date by which each type of request must be made,
 - (c) any fee which is payable in respect of each type of request, the circumstances in which any such fee will be charged, and the circumstances in which any such fee may be refunded, and
 - (d) the target time period set in relation to each type of request under Condition WB.G.
- WB.J2 The information which an awarding body publishes in accordance with WB.J1 must enable Learners and Centres to have –
- (a) a reasonable understanding of those arrangements, and
 - (b) a reasonable understanding of how those arrangements relate to each other.
- WB.J3 An awarding body must take all reasonable steps to ensure that information which it publishes on its Review and Appeal Arrangements and its appeals process for a relevant qualification is published sufficiently far in advance of the time at which the qualification to which they relate will be made available to

Learners to satisfy the reasonable planning requirements of potential purchasers.

Welsh BaccaLaureate Condition K – Interpretation and Definitions

WB.K1 The rules of interpretation and definitions outlined in Standard Condition J1 shall apply to the Additional Standard Conditions of Recognition for relevant Welsh BaccaLaureate Skills Challenge Certificate qualifications.

WB.K2 Except in the circumstances described in WB.K3, the requirements imposed by the Additional Standard Conditions of Recognition for relevant Welsh BaccaLaureate Skills Challenge Certificate qualifications apply in addition to the requirements imposed by the Standard Conditions of Recognition.

WB.K3 To the extent that there is any inconsistency between a requirement of an Additional Standard Condition of Recognition for relevant Welsh BaccaLaureate Skills Challenge Certificate qualifications and a requirement of a Standard Condition of Recognition, such that an awarding body could not comply with both such requirements, the awarding body must comply with the requirement of the Additional Standard Condition of Recognition for relevant Welsh BaccaLaureate Skills Challenge Certificate qualification and is not obliged to comply with the requirement of the Standard Condition of Recognition.

WB.K4 In these Conditions, the following words shall have the meaning given to them below (and cognate expressions should be construed accordingly) –

Moderation Error

The arrival at an outcome of Moderation which could not reasonably have been arrived at given the evidence generated by Learners which was considered for the purpose of Moderation, the Centre's marking of that evidence, the criteria against which Learners' performance is differentiated and any procedure of the awarding body in relation to Moderation, including in particular where the arrival at an outcome of Moderation is based on –

(a) an Administrative Error,

(b) a failure to apply such criteria and procedures to the evidence

generated by Learners, where that failure did not involve the exercise of academic judgment, or

(c) an unreasonable exercise of academic judgment.

Relevant Centre

In relation to a Learner, a Centre which –

(a) has purchased the relevant qualification (on behalf of the Learner), and

(b) materially contributed to the preparation of the Learner for the assessment (whether through teaching or instruction provided by Teachers employed by it or otherwise), and

(c) has delivered the assessment to the Learner.

Review and Appeal Arrangements

In relation to the relevant qualifications, the arrangements which an awarding body is required to establish, maintain and comply with in accordance with:

(a) WB.D (Review of Moderation),

(b) WB.E (Appeals process for the Welsh Baccalaureate Skills Challenge Certificate)

Section 2 - Welsh Baccalaureate Condition M - Setting Welsh Baccalaureate Skills Challenge Certificate grade boundaries

This section sets out an Additional Standard Condition of Recognition that applies in relation to the relevant qualifications specified above under the heading 'Application of this Regulatory Document'.

WB.M1 In respect of each relevant qualification which it makes available, an awarding body must comply with any requirements, and have regard to any guidance, which may be published by Qualifications Wales and revised from time to time in relation to the setting of specified levels of attainment.

WB.M2 In setting the specific levels of attainment for a relevant qualification which it makes available, an awarding body must have regard to an appropriate range of qualitative and quantitative evidence.

The range of evidence to which an awarding body has regard for the purposes of Condition WB.M will only be appropriate if it includes evidence of any one, or more, of the following-

- (a) the level of attainment demonstrated in those assessments by an appropriately representative sample of the Learners taking that qualification.
- (b) the level of attainment demonstrated by the Learners taking that qualification in a –
 - i) prior assessment (which was not for that qualification), whether or not that assessment was for a regulated qualification, or
 - ii) prior qualification, whether or not that qualification was a regulated qualification, or
- (c) the level of attainment demonstrated by Learners who have previously been awarded the qualification.

WB.M3 An awarding body must maintain a record of-

- (a) the evidence to which it has had regard in setting the specified levels of attainment for a qualification which it makes available, and
- (b) its rationale for the selection of and how it has taken that evidence into account.

Appendix 1 - Reviews of Moderation and Appeals: requirements for key dates

The Welsh Baccalaureate Skills Challenge Certificate

We set out below the requirements with which an awarding body must comply when it specifies deadlines for requesting reviews of Moderation and appeals. These requirements are published under Welsh Baccalaureate Conditions WB.D3(b) and WB.E4(b).

Awarding bodies are required to comply with a minimum timeframe within which requests for reviews of Moderation and appeals must be allowed. Where awarding bodies set deadlines for allowing reviews of Moderation and appeals, these deadlines must comply with the requirements set out below and with all other requirements in its Conditions of Recognition.

In particular, the requirements set out below must be read and complied with in conjunction with the Additional Standard Conditions of Recognition for relevant Welsh Baccalaureate Skills Challenge Certificate qualifications (which set out further requirements in relation to an awarding body's arrangements).

Requirements for key dates for Welsh Baccalaureate Skills Challenge Certificate assessments

An awarding body must ensure that the requirements in the table below are met in each case. The table sets out the minimum timeframe within which the awarding body must allow a review/appeal to be requested. Provided a review/appeal is allowed to be requested in that timeframe, an awarding body is permitted to also provide an 'accelerated service'.

	Stage	Timeframe requirements
A	Date awarding body issues the outcome of its Moderation.	
B	Date by which a request for a review of Moderation must be made ¹ .	Centre making the request must be allowed at least four weeks following Stage A to make the request.
C	Date awarding body reports the outcome of the review of Moderation ² .	
D	Date awarding body provides reasons for the outcome of the review ³ .	

¹ Any date which is set must comply with Condition WB.D3, including complying with the requirements set out in the table.

² Under Condition WB.G, awarding bodies are required to have and take all reasonable steps to meet a target for the time it will take to complete a review

³ Under Condition WB.G, awarding bodies are required to have and take all reasonable steps to meet a target for the time it will take to complete a review and provide reasons

E	Date by which an appeal of outcome of review of Moderation must be requested ⁴ .	Centre making the request must be allowed at least four weeks following Stage C to make the request, and Centre making the request must be allowed at least two weeks following Stage D to make the request.
F	Awarding body reports outcome of the appeal ⁵ .	

⁴ Any date which is set must comply with Condition WB.G, including complying with the requirements set out in the table

⁵ Under Condition WB.G, awarding bodies are required to have and take all reasonable steps to meet a target for the time it will take to complete an appeal.