



## Exam Procedures Review Service 2021

### Application form

1. The Exam Procedures Review Service 2021 (EPRS 2021) is a procedure Qualifications Wales undertakes to review whether WJEC was compliant with our regulatory requirements and/or compliant with its own policies and procedures to secure the outcomes required by our [General Qualifications Alternative Awarding Framework for Wales](#) in relation to:
  - a. the management of a Learner's stage 2 appeal;
  - b. the issuing of results;
  - c. the correction or otherwise of any incorrect result it discovered in connection with the Centre Review and appeals process in respect of an Approved GCSE, AS A Level and Welsh Baccalaureate Skills Challenge Certificate qualifications.
  
2. EPRS 2021 relates to the award of the following qualifications:
  - a. Approved<sup>1</sup> GCSE qualifications;
  - b. Approved GCE AS qualifications;
  - c. Approved GCE A Level qualifications;
  - d. Welsh Baccalaureate Skills Challenge Certificate, and
  - e. Legacy GCSE, GCE AS and GCE A Level qualifications which are only available to learners in Wales<sup>2</sup>.
  
3. An EPRS 2021 application will need to concern a Learner or Learners to whom a Centre Determined Grade was submitted by a Centre to WJEC.
  
4. The EPRS may only consider applications made on the grounds listed in paragraph 10 of the [EPRS 2021 Procedures policy](#).

---

<sup>1</sup> Approved qualifications have met qualification-specific approval that ensure they meet the needs of learners in Wales.

<sup>2</sup> WJEC Level 1/Level 2 GCSE in Information and Communication Technology, WJEC Level 1/Level 2 GCSE in Information and Communication Technology (Short Course), WJEC Level 1/Level 2 GCSE in Health and Social Care, WJEC Level 1/Level 2 GCSE in Health and Social Care (Double Award), WJEC Level 1/Level 2 GCSE in Home Economics: Child Development, WJEC Level 3 Advanced GCE in Applied ICT, WJEC Level 3 Advanced GCE in ICT, WJEC Level 3 Advanced Subsidiary GCE in Applied ICT, WJEC Level 3 Advanced Subsidiary GCE in ICT, WJEC Level 3 Advanced Subsidiary GCE in Health and Social Care (Double Award), WJEC Level 3 Advanced GCE in Health and Social Care (Double Award), WJEC Level 3 Advanced Subsidiary GCE in Health and Social Care and WJEC Level 3 Advanced GCE in Health and Social Care.

5. The EPRS may only consider an application made after the conclusion of the final stage of WJEC's stage 2 appeals process.
6. An application for an EPRS must include evidence to show whether WJEC was compliant with our regulatory requirements and/or compliant with its own policies and procedures to secure the outcomes required by our General Qualifications Alternative Awarding Framework for Wales as set out in paragraph 1 of this document.
7. Unless there are exceptional circumstances, the EPRS may only consider an application submitted to EPRS within 20 working days after the date on which the applicant received a final decision from WJEC.
8. Applications may be submitted by a Centre on behalf of one or more Learners, or by a Learner. The EPRS will reject duplicate applications.
9. The EPRS 2021 is the final stage in the review and appeals process in summer 2021.
10. Where the application is determined by the EPRS panel to be within scope, we will contact the applicant to confirm this within 10 days of receipt of their application, in which we will outline our anticipated timescales for undertaking the EPRS 2021 process for their case.
11. Where the application is not within scope, we will contact the applicant to let them know within 10 days of receipt of their request, explaining the reasons why.
12. Following the initial 10 day period as set out in paragraph 10, we aim for the EPRS process to normally take around 28 days to complete. In the event of circumstances where we receive large volumes of EPRS applications, and/or complex EPRS applications, the process could take up to three months to complete. If we require more than 28 days, we will contact the applicant and explain the reasons for this.
13. As part of the process, we may need to request further information from you and/or WJEC. We will use all evidence that is available to us, including information provided on your application form to conduct the EPRS 2021 process.



If you need to add more candidates, please put the candidates' numbers and their grades in a spreadsheet and send to us as a separate document when submitting your application.

I have attached a spreadsheet with details of all the candidates for review

Centre name and number:	
-------------------------	--

Correspondence address:	
-------------------------	--

Name of contact: <i>(this is the person we should contact for further information or to provide our findings)</i>	
--	--

Position of contact:	
----------------------	--

Telephone number for contact:	
-------------------------------	--

Email address for contact:	
----------------------------	--

How would you like us to correspond with you?

Email

Post

### **WJEC appeal**

Please give us some details of your appeal with WJEC.

Date you made your appeal to WJEC:	
Date you received the outcome of your appeal.	

Please attach a copy of the outcome of the appeal.

## Grounds for review

Please tick the relevant ground(s):

(a) WJEC did not follow its own procedures properly and consistently in relation to:	
(i.) the issue of results.	<input type="checkbox"/>
(ii.) the management of the Learner's appeal; or	<input type="checkbox"/>
(iii.) the correction or otherwise of any incorrect result it discovered in connection with the Centre Review and appeals process in respect of a GQ Qualification.	<input type="checkbox"/>
(b) WJEC did not secure the outcomes required by Condition GQAAFW3.2(a)(i), by issuing results which reflect the Centre Determined Grade submitted to WJEC by the Centre in respect of that Learner.	<input type="checkbox"/>
(c) WJEC did not follow its own procedures properly and consistently in relation to the management of a Learner's appeal pursuant to Condition GQAAFW5.1(a), in particular,	
(i.) determining an appeal submitted on the basis that a Centre did not follow its procedure properly or consistently in relation to the issuing of results and/or the conducting its review;	<input type="checkbox"/>
(ii.) determining an appeal submitted on the basis that a Learner's result was affected by an administrative error made by the Centre or WJEC;	<input type="checkbox"/>
(iii.) determining an appeal submitted on the basis that a Learner's result was affected by an unreasonable exercise of academic judgement.	<input type="checkbox"/>
(d) WJEC did not follow its own procedures properly and consistently in relation to the correction or otherwise of any incorrect result it discovered in connection with the Centre Review and appeals process in respect of a GQ qualification.	<input type="checkbox"/>

## Grounds for review (cont.)

Please explain why you want us to review WJEC's actions. Refer to specific parts of relevant documents, using the section references as headings, and detail underneath each one outlining how you think WJEC did not follow its own policies procedures properly and consistently and/or secure the outcomes required by Condition GQAAFW3.2(a)(i).

If relevant, please provide details of any higher education place/degree or higher modern apprenticeship place pending, including start date:

---

Your summary

--

Please list the documents that support your application:

1.	
2.	
3.	
4.	
5.	
6.	

Please return this completed form to:

[corporategovernance@qualificationswales.org](mailto:corporategovernance@qualificationswales.org)