



Post-results checks and appeals for school-assessed grades: the Centre Review

In our guidance for marking and grading pieces of evidence and awarding school-assessed grades, we described the processes that you needed to follow to make sure that grades are awarded fairly and consistently to all students. We asked you to sign a declaration, when submitting grades to our Grade Submission System, that all grades are final and correct.

This guidance is for centres who have followed the school-assessed grade route to a grade in Cambridge IGCSE™, Cambridge O Level and Cambridge International AS & A Level qualifications.

We advised you to tell your students which three pieces of evidence you used to determine their grades. By doing this, students had an opportunity to explain any reasons why particular pieces of evidence might not be suitable and you were able to consider their feedback before submitting your school-assessed grades. Students should be aware of the pieces of evidence used and the rationale behind your choice of evidence. This will help them to understand why they have received the grades that they have. In the section about the requirements of the Centre Review (below) we explain why it is important that students know which three pieces of evidence were used to determine their grades.

The post-results checks and appeals process relies on you keeping clear records throughout the process of determining the school-assessed grades. The Rationale Document which you have written for each syllabus gives you a structure for recording how you did this. We recommend:

- That you keep records of discussions with students about the choice of evidence used to determine the school-assessed grades.
- That any evidence that you used to determine students' grades is stored safely and can be retrieved promptly by centre staff, if needed to support any post-results check requests. In particular, if you submit a Post-results check Service 2 request you will need to provide us with the three pieces of evidence used to determine the student's school-assessed grade, and a copy of the Rationale Document. You may also need to submit evidence for a Special Enquiry appeal.

Students, parents and legal guardians will need information to help them decide whether to request a post-results check or to appeal. You will need to be prepared to answer questions from students and parents.

The information in the Rationale Document can help you with this, but you must not share the Rationale Document itself with students and parents because it may include information about other students.

Purpose of the Centre Review

If you, or a student, parent or legal guardian, have any doubts or concerns about a student's school-assessed grade after the publication of results, you must complete a Centre Review. The purpose of the Centre Review is to help you establish that you have followed our guidance correctly in determining the school-assessed grades.

You must complete a Centre Review if you think that there has been a clerical error or an administrative error in the production of a grade submitted to us using the Grade Submission System. This is so that you can understand how the error has occurred, and what the correct grade should be.

You should also complete a Centre Review if you want to revisit your decision about a student's grade for any of the reasons below:

- The teacher has changed their judgment about a student's grade.
- A student, parent or legal guardian disputes the grade.
- You want to change the evidence in a student's portfolio.
- A student, parent or legal guardian disputes the choice of evidence in a student's portfolio.
- A student, parent or legal guardian disputes your application of special consideration.
- A student, parent or legal guardian disputes your delivery of any access arrangements.



Requirements of the Centre Review

We expect your Centre Review to cover the following areas for the student grade(s). This information will have been recorded in the Rationale Document:

- You have followed the policies that you devised to determine school-assessed grades, in line with our guidance.
- You made sure that each student was aware of the evidence used to determine their grade before it was submitted to us, in particular:
 - Students are expected to have understood your approach to determining their school-assessed grades before the grades were submitted to us.
 - You have explored any concerns that the student has about the evidence chosen, and can explain how your choice of evidence is in line with the requirements of our guidance.
- You followed your internal quality assurance processes to determine the school-assessed grades, based only on student evidence, and made sure that there were no administrative or procedural errors.
- You made sure that the final school-assessed grade awarded was within the range of the grades allocated to the individual pieces of evidence, in line with our guidance.
- You provided access arrangements, if the student was eligible.

- You made suitable allowance for any student who required special consideration, either by taking the circumstances into account in determining grades or by using alternative evidence that was unaffected by the adverse circumstances.
- You accurately recorded and effectively checked the student information before submitting the school-assessed grades so that errors could be avoided.
- There was effective oversight and clear professional accountability from the Head of Centre who completed the Head of Centre Declaration.

You should keep a record of all Centre Reviews that you complete. Your Centre Review record should document how you have covered all of the bullet points listed above. Where a student, parent or legal guardian has raised specific concerns, for example about the choice of evidence, or about how special consideration has been applied, you should include details of how these concerns have been explored, explained or addressed.

Outcomes of the Centre Review

Once you have completed a Centre Review, you may need to request one of our post-results checks and appeals services. We therefore recommend that you plan time to complete any Centre Reviews as soon as possible after the publication of results, so that you can meet our 26 February deadline for post-results checks and appeals.

The actions that you may need to take after the completion of a Centre Review are summarised in the table below.

Situation	Action
You decide that the school-assessed grade was not correct.	Submit a request for Post-results check Service 1 by 26 February 2022 and tell us the revised grade for the student.
You believe that the school-assessed grade was correct, and this is understood and accepted by the student, parent or legal guardian.	You do not need to take any further action. You do not need to tell us if a Centre Review has taken place.
You decide that the school-assessed grade was not correct. The school's new grade is still disputed by the student, parent or legal guardian.	Submit a request for a Post-result check Service 1 by 26 February 2022 and tell us your revised grade for the student. Once this has been completed, you can then submit either a Post-results check Service 2 or a Special Enquiry appeal, depending on the nature of the student, parent or legal guardian's remaining concerns.
You believe that the school's judgement about the student's performance and school-assessed grade was correct but this is still disputed by the student, parent or legal guardian.	Submit a request for Post-results check Service 2 by 26 February 2022.
You believe that the school-assessed grade was correct, but the student, parent or legal guardian still disputes the choice of evidence, or your decisions in relation to special consideration or access arrangements.	Submit a request for a Special Enquiry appeal by 26 February 2022.