



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 Pre-U qualifications. There is separate guidance for Cambridge IGCSE™, Cambridge O Level and Cambridge International AS & A Level qualifications.

Background

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, believes that a clerical or administrative error has been made in the awarding of 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 in June 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 a student, parent or legal guardian disputes either your application of special consideration or your delivery of any access arrangement. This is so that you can understand whether there has been a clerical or an administrative error in how these have been managed, and whether a grade needs to be corrected.

The Centre Review is not an opportunity to review a centre's academic judgement about a grade, or the choice of evidence in a student's portfolio.

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 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.

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- 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.

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 20 September deadline for post-results checks and appeals.

The actions that you may need to take after the issue of results are summarised in the table below.

Situation	Action
You, or the student, parent or legal guardian, suspect that there has been a clerical error or an administrative error in the production of a grade, including an error relating to the application of special consideration or access arrangements.	Conduct a Centre Review. If this confirms that an error has been made, submit a request for Post-results check Service 1 by 20 September 2021 and tell us the revised grade for the student.
You believe that the school-assessed grade is free from clerical or administrative error, and this is 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.
The school's judgement about the student's performance and school-assessed grade is disputed by the student, parent or legal guardian.	Do not conduct a Centre Review. Submit a request for Post-results check Service 2 by 20 September 2021.
The school's choice of evidence is disputed by the student, parent or legal guardian.	Do not conduct a Centre Review. Submit a request for a Special Enquiry appeal by 20 September 2021.
You believe that there has been no clerical or administrative error in relation to special consideration or access arrangements, but this is disputed by the student, parent or legal guardian.	Do not conduct a Centre Review. Submit a request for a Special Enquiry appeal by 20 September 2021.

Learn more! For more information please visit www.cambridgeinternational.org or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org

We are committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We're always looking to improve the accessibility of our documents. If you find any problems or you think we're not meeting accessibility requirements, contact our team: info@cambridgeinternational.org. If you need this document in a different format contact us at info@cambridgeinternational.org telling us your name, email address and requirements and we will respond within 15 working days.