



## Examination Procedures Review Service

### Terms of Reference for consideration of applications relating to summer 2021 awards

1. The Examination Procedures Review Service (EPRS) is a service provided by CCEA Regulation in order to review CCEA Awarding Organisation's and WJEC's adherence to their appeals procedures.
2. In accordance with Condition I2 of the General Conditions of Recognition, CCEA Awarding Organisation and WJEC must comply with their appeals procedures.
3. These Terms of Reference have been put in place for the consideration of applications relating to CCEA Awarding Organisation's awards issued for General, Other General and Vocationally Related Qualifications in summer 2021 only. The Exam Procedures Review Service (EPRS) also applies to Centres in NI taking WJEC qualifications in Summer 2021.
4. In summer 2021 the Examination Procedures Review Service (EPRS) will be provided through an electronic computer-based (online) application known as the EPRS App. The EPRS App will be accessible by Centres via the CCEA Central Login. Applications concerning CCEA Awarding Organisation will only be accepted through the EPRS App. WJEC applications should be submitted using the electronic form available on the CCEA website at <https://ccea.org.uk/regulation/guidance/eprs>. Submissions should be emailed to CCEA Regulation EPRS at [eprs@ccea.org.uk](mailto:eprs@ccea.org.uk)

### Role

5. The EPRS will consider applications and determine whether, in relation to that application, CCEA Awarding Organisation/WJEC has followed its own procedures in the management of the candidate's appeal.

## Outcomes of the EPRS

6. In accordance with Condition I2.2 of the General Conditions of Recognition, CCEA Awarding Organisation/WJEC must give due regard to the outcome of the EPRS process in relation to any qualification which it makes available.
7. An application to the EPRS may be allowed or dismissed.
8. An application to the EPRS will be allowed where it is concluded that CCEA Awarding Organisation/WJEC failed to follow its own appeals procedure.
9. An application to the EPRS will be dismissed in all other circumstances.

## Eligibility Criteria

10. The EPRS will only consider applications which meet all of the following criteria:
  - a) The application concerns a qualification listed at paragraph 3 of these Terms of Reference;
  - b) The application concerns the matter specified at paragraph 5 of these Terms of Reference;
  - c) The application concerns a candidate in respect of whom a Centre Determined Grade was submitted by a Relevant Centre in NI to CCEA Awarding Organisation or in respect of whom a Teacher Assessed Grade was submitted by a Relevant Centre in NI to WJEC;
  - d) The application was made after the conclusion of the final stage of CCEA Awarding Organisation's/WJEC's appeals process;
  - e) Unless there are exceptional circumstances, the application was submitted to EPRS within 15 working days of CCEA Awarding Organisation/WJEC issuing a final decision in respect of the conclusion of the final stage of its appeals process.
11. Applications to EPRS must be made by the Relevant Centre, where the candidate requests the Centre to do so. In the case of CCEA Awarding Organisation, all applications to EPRS must be made by the Relevant Centre via the EPRS App, accessible via CCEA Central Login. In the case of WJEC, all applications to EPRS must be made by the Relevant Centre using the electronic form available on the CCEA website at <https://ccea.org.uk/regulation/guidance/eprs>. Submissions should be emailed to CCEA Regulation EPRS at [epres@ccea.org.uk](mailto:epres@ccea.org.uk)
12. Applications to the EPRS, which do not meet the eligibility criteria at paragraphs 10-11 of these Terms of Reference, will be rejected. Eligible applications will proceed to the Regulation Review Stage.

## Timescales

13. On receipt of an application, one member of CCEA Regulation will determine whether the application meets the eligibility criteria at paragraphs 10-11 of these Terms of Reference. Where this is the case CCEA Regulation will contact the Relevant Centre via the EPRS App to confirm this and outline the timescales to undertake the EPRS process.
14. Where the application does not meet the eligibility criteria at paragraphs 10-11 of these Terms of Reference, CCEA Regulation will contact the Relevant Centre via the EPRS App within 10 working days of receipt of the application, and identify the basis for the ineligibility of the application.
15. CCEA Regulation will endeavour to complete the EPRS process within 6 weeks. If more time is required, CCEA Regulation will contact the Centre and explain the reason for this.

## The EPRS Panel

16. The EPRS panel will consist of 3 members of CCEA Regulation. In the event of disagreement between the members of the EPRS panel the application shall be decided by a majority of votes cast by the members of the EPRS panel, each of whom shall have one vote.
17. The EPRS panel may at any time take legal, technical or other advice as and when this is deemed necessary.
18. Applications will be considered by the EPRS panel by way of a review of all documentary evidence and of any written representations (made through the EPRS App or by email for WJEC) by relevant parties.

## The Review Process

### 19. Regulation Review Stage:

- (i) The function of the EPRS Panel is to examine the documentary evidence and written representations made by the Awarding Organisation and the Relevant Centre, and to decide whether the application is allowed or dismissed.

#### *Applications Regarding CCEA Awarding Organisation ('CCEA AO')*

- (ii) The Relevant Centre must confirm its submission of an application on the basis that CCEA AO failed to follow its appeals procedure, and provide written representations supporting the application in a text box provided in the EPRS App.
- (iii) At the Regulation Review Stage, the EPRS Panel will write to the Awarding Organisation informing it of the application and will request the case file documentation. The EPRS Panel may ask for additional documentary evidence from either party at any point of the

EPRS process. Any additional documentary evidence received from a Relevant Centre (on behalf of a candidate) or the Awarding Organisation will be disclosed to the other party. Each party may make written representations in respect of any additional documentary evidence within 7 days of such disclosure. Any further written representations must be made via the email address [eprs@ccea.org.uk](mailto:eprs@ccea.org.uk)

- (iv) The Awarding Organisation will be given 7 days to respond to written representations made by the Relevant Centre. Thereafter, either party may, on request, be given an opportunity to make written representations or to respond to written representations made by the other party as considered appropriate by the EPRS panel. Any request and, where approved, written representations must be made via the email address [eprs@ccea.org.uk](mailto:eprs@ccea.org.uk)
- (v) Following receipt of all written representations, the EPRS Panel will consider the submitted evidence, the representations received in accordance with the foregoing sub paragraphs, and make a decision to either allow or dismiss the application;
- (vi) At the Regulation Review Stage, if the application is dismissed, the EPRS Panel will provide, via the EPRS App the reason(s) for the dismissal of the application. The Relevant Centre will receive a CCEA Regulation notification to access the EPRS App in order to access the outcome documentation. CCEA Regulation will also write to the Awarding Organisation to provide the reason(s) for decision to dismiss the appeal.

#### *Applications Regarding WJEC*

The process outlined above from (ii) to (vi) applies to submissions for Centres taking WJEC qualifications. However, all correspondence will be via email to CCEA Regulation EPRS at [eprs@ccea.org.uk](mailto:eprs@ccea.org.uk)

All Centres should be aware, and should advise candidates in advance of the submission of an application to EPRS that the EPRS does not consider, and cannot determine if a candidate's result was incorrect.

Similarly, all Centres should be aware, and should advise candidates in advance of the submission of an application to EPRS that where an application is allowed, EPRS cannot amend a candidate's result.

Only an Awarding Organisation may determine that a result is incorrect and issue a new result. Where CCEA Regulation allows an application, it may require the Awarding Organisation to commence its appeals procedure afresh in the case of the relevant candidate.

20. Subject to these Terms of Reference, all matters of procedure relating to applications shall be determined by the EPRS Panel.

## Reporting

21. The EPRS Panel will report its decisions in writing to:

- The Relevant Centre;
- CCEA Awarding Organisation/WJEC
- CCEA Regulation Committee.

22. If the EPRS Panel identifies instances of potential non-compliance on the part of the Awarding Organisation, this will be taken forward through CCEA Regulation's annual monitoring and compliance programme.

## Review

23. These Terms of Reference will be reviewed and amended as and when necessary.

## Interpretation

24. The rules of interpretation and definitions set out in Condition J1 of the General Conditions of Recognition shall apply to these Terms of Reference.

25. The following term shall have the following meaning in these Terms of Reference:

**Relevant Centre:**

In relation to a Candidate, a Centre which:

- a. has purchased the qualification (on behalf of the Candidate), and
- b. materially contributed to the preparation of the Candidate for the assessment (whether through teaching or instruction provided by Teachers employed by it or otherwise).