

23<sup>rd</sup> July 2021

Dear Learner,

This letter is for Essential Skills learners

- 1) who are eligible for a Centre Determine Grade (CDG) during the City and Guilds Assessment Window 2,
- 2) who would from 1<sup>st</sup> August 2021 received their results in the post for one or more of the below qualifications:
  - City and Guilds Level 1 Application of Number & Numeracy
  - City and Guilds Level 2 Application of Number & Numeracy
  - City and Guilds Level 1 Communication & Literacy
  - City and Guilds Level 2 Communication & Literacy

Your teacher would have been working with you prior the cancellation of exams on gathering evidence to ensure your teacher could put forward to City and Guilds a suitable professional Centre Determined Grade (CDG) that reflects the standard at which you were performing.

However, as is the case every year, a learner may wish to appeal the grade they receive.

For Summer 2021 results, there are two stages to the appeals process: stage 1 and stage 2. A learner must complete stage 1 before a learner can move to stage 2.

### **Stage 1 Centre Review:**

This stage allows you submit a request to the College to check if:

- 1) there has been an administrative error in determining your grade, for example an incorrect grade was submitted to City and Guilds.
- 2) the college followed the City and Guilds quality assurance processes in determining your grade.

Once the college has received your Stage 1 centre review request, the college will respond to your request.

### **Stage 2: Appealing to City and Guilds**

If you still believe the decision by the college is wrong, you can appeal to City and Guilds. You can only appeal to City and Guilds by asking the college to submit the appeal on your behalf. The college must submit your stage 2 appeal to City and Guilds. However, you must complete and receive the outcome of the Stage 1 Centre Review before you can move to Stage 2. You will receive information about how to request a Stage 2 Appeal to City and Guilds when you receive the outcome of your Stage 1 Centre Review.

### **How to submit a Stage 1 Centre review?**

Please submit the below form no later than 20<sup>th</sup> August 2021 12:00 (noon). The College will aim to respond to your Stage 1 Centre Review no later than 31<sup>st</sup> August 2021. The college will respond to you using your Belfast Met student email address. Please note you must complete one appeal form per qualification. If you request a Stage 1 Centre Review for more than one qualification you must submit a separate Stage 1 Centre Review form per qualification.

[Stage 1 Centre Review Request form](#)

For further information on the City and Guilds Essential Skills appeals process please click [here](#)

For further information on the City and Guilds Essential Skills quality assurance process please click [here](#)

Kind Regards,

Belfast Met Academic Appeals Team