

Stage one – centre review

A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
Student Name		Candidate Number	
Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	Yes No	If Yes provide your UCAS personal ID e.g. 123-456-7890	

Grounds for centre review

Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence		Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	
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Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

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Acknowledgement

I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:

- The outcome of the review may result in my grade remaining the **same**, being **lowered** or **raised**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name

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Student signature

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Date

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B. Centre review outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Centre Review Outcome

Please tick the outcome of the review and then record the original grade and the revised grade if applicable.

Upheld		Not upheld		Partially upheld	
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable		

Information considered by the centre

Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

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Rationale for the outcome of the centre review

Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

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Authorisation and dates of next stages

Please complete the boxes as appropriate. Boxes 1 and 2 **must** be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.

1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the centre will then submit it to the awarding organisation

Grounds for appeal

Please tick the grounds upon which you wish to appeal

1. Administrative error by the awarding organisation	
2. Procedural issue at the centre	
a. Procedural Error	
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	
b. Determination of Teacher Assessed Grade	

Evidence to support an appeal

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.

1. Administrative error by the awarding organisation

You **must** provide a clear explanation. There is a 5,000 character limit.

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2 (a) Procedural Error

This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.

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2 (b) Issues with access arrangements / reasonable adjustments and/or mitigating circumstances

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (a) Selection of evidence

You **must** provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.

3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

Student name

Student signature

Date