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**Student Request Form for Stage 1 Appeal:**

**Centre Review**



**Important information for students**

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| **What may happen to your grade during the centre review and appeals process?**  If you request a centre review or an exam board appeal, there are three possible outcomes:   * Your original grade is **lowered**, so your final grade will be lower than the original grade you received. * Your original grade is **confirmed**, so there is no change to your grade. * Your original grade is **raised**, so your final grade will be higher than the original grade you received.   Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered, you will not be able to revert back to the original grade you received on results day.  **What will be checked during a centre review?**  You can ask the centre to check whether it made a **procedural error**, an **administrative error**, or both.  A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the exam board.  You must request a centre review before you can request an exam board appeal. This is so the exam board is certain that your grade is as the centre intended.  **What will be checked during an exam board appeal?**  You can ask the exam board to check whether the centre made a **procedural error** - or whether the exam board itself made an **administrative error**. You can also ask the exam board to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.  **When do I need to submit my request?**  You should submit a request for a centre review by **10 August 2021 for a priority appeal (school deadline)**, or by  **1 September 2021 for non-priority appeals (school deadline)**.  Once you have received the outcome of your centre review, if you wish to request an exam board appeal you should do so as soon as possible. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren’t submitted to the exam board by 23 August 2021 will still be treated as a priority, but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.  **What is a priority appeal?**  A priority appeal is only for students applying to higher education who did not attain their firm  choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.  **What is your UCAS personal ID and why is it needed?**  Your UCAS personal ID is the 10-digit code included in all correspondence from UCAS. This is needed to confirm that a student’s place is dependent on the outcome of the appeal. |

**Stage 1 – Centre Review Student Request Form**

This section is to be completed by the student. A request for a centre review must be submitted to the school, not the exam board. A centre review must be conducted before an appeal to the exam board. This is so the exam board is certain that your grade is as the school intended. ALL SECTIONS MUST BE COMPLETED BY STUDENT (candidate number is on your statement of results)

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| **Centre Name** | Choose an item. | **Centre Number** | Choose an item. |

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| **Student Name** |  | **Candidate Number** |  |
| **Student email address (how we contact you)** |  | | |

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| 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. | Choose an item. | If Yes provide your  UCAS personal ID  e.g. 123-456-7890 |  |

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| **Grounds for centre review**  Please tick one or both 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 exam board can be certain that your grade is as the centre intended. |

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| 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 2, the appeal to exam board) may only be requested once the centre review (Stage 1) has been requested and concluded.   **Student Name Student Signature Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |