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**Student Request Form for Stage 2 Appeal:**

 **Appeal to Exam Boards**

**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 Boards.  You must request a centre review before you can request an Exam Boards appeal. This is so the Exam Board is certain that your grade is as the centre intended.  **What will be checked during an Exam Boards appeal?**  You can ask the Exam Boards to check whether the centre made a **procedural error** - or whether the Exam Boards itself made an **administrative error**. You can also ask the Exam Boards 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. The school 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 Boards 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 2 – Appeal to Exam Boards Student Request Form**

This section is to be completed by the student. An Exam Board appeal must be submitted to the centre and the centre will then submit it to the Exam Board. ALL SECTIONS MUST BE COMPLETED BY STUDENT

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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 will 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 appeal**  Please tick the grounds upon which you wish to appeal |

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

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| **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 Exam Board**   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 in the Centre Review (stage 1 appeal) request form. 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. |
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| **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. |
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| **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. |
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| **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 Exam Boards and that the next stage would be to contact the regulator. The Exam Boards 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**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** |