



Appendix 1: Appeal Form 1 - Centre Review

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.

This form is to request a centre review of your Teacher Assessed Grade (TAG) as you believe an administrative error may have occurred whilst determining the grade awarded.

Please complete this form in full for EACH subject you are requesting and return to the school's Exams Office directly or email a copy to chines@queenelizabeth.hereford.sch.uk

Requests will be processed within 28 days of submission.

Applications must be made by 16th August 2021 for priority and 3rd September 2021 for non-priority appeals. Centres must review a priority appeal by 20th August 2021 and a non-priority by 10th September 2021.

Candidate Name: _____

Centre Name: _____

Candidate exam number: _____

Candidate email address: _____

Subject(s) and code: Please list where required

Code	Subject	TAG

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

Queen Elizabeth High School



Supporting evidence

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade

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: _____

Signed: _____

Date: _____