



## Appendix 2: Appeal Form 2 – 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

This form is to request an appeal through an exam board following an internal review of your Teacher Assessed Grade (TAG), as you believe following an internal review that an administrative error had occurred whilst determining the grade awarded and the school have not reviewed your request favourably.

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](mailto:chines@queenelizabeth.hereford.sch.uk)

An appeal must be made within 5 days of receiving the outcome of an Appeal Form 1 – Centre Review. The request will be sent to the exam board: priority 10th – 23rd August 2021 and non-priority 12<sup>th</sup> August – 17th September 2021.

**Candidate full name:** \_\_\_\_\_

**Centre Number:** \_\_\_\_\_

**Candidate exam number:** \_\_\_\_\_

**Candidate email address:** \_\_\_\_\_

Subject(s) and code: Please list where required

Code	Subject	TAG

### Grounds for appeal

Please tick the grounds upon which you wish to appeal

1. Administrative error by the awarding organisation	[ ]
2. Procedural Error	
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

### 1. Administrative error by the awarding organisation

You must provide a clear explanation.

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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.

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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

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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

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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.

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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 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:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_