



Student Request Form for Centre Reviews and Appeals to Awarding Organisations

Important information for students:

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation 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.

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 awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural** or **administrative error** – or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation 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 the centre review by **3rd September 2021**.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Your school will submit this on your behalf. Requests for appeals should be submitted by **17th September 2021**.

**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	West Hill School, Stalybridge	Centre Number	33555
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Student Name		Candidate Number	
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Qualification title eg. AQA GCSE English Language	
Teacher Assessed Grade issued	

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 that the awarding organisation can be certain that your grade is as the centre intended.

Administrative Error by the centre eg. the wrong grade/mark was recorded against an item of evidence.		Procedural Error by the centre eg. 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.

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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 remains 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:	Student signature:	Date:

**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.

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Rationale for the outcome of the centre review

Outline the centre's findings from the centre review eg. procedural or administrative error and if relevant, details of the error.

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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 to 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 the awarding organisation	



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.

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.

3 (b) Determination of the Teacher Assessed Grade

You can provide a short explanation of the reason for your appeal if you want to.

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.

Student Name:

Student Signature:

Date: