



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Student Request Form for Appeals to Awarding Organisations

Important information for students

What may happen to your grade during the 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.

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 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 a 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 or college will submit this on your behalf. Requests appeals should be submitted by **10th September 2021**.

Stage two – 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.

Centre Name	Wadebridge School	Centre Number	53641
Student Name		Candidate Number	
Qualification title e.g. AQA GCSE English Language			
Grounds for appeal			
Please tick the grounds upon which you wish to appeal			
1. Administrative error by the awarding organisation			<input type="checkbox"/>
2. Procedural issue at the centre			
a. Procedural Error			<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances			<input type="checkbox"/>
3. Unreasonable exercise of academic judgement			
a. Selection of evidence			<input type="checkbox"/>
b. Determination of Teacher Assessed Grade			<input type="checkbox"/>

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 awarding organisation	
You must provide a clear explanation. There is a 5,000 character limit.	
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. There is a 5,000 character limit.	

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.

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.

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.

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

Student Signature

Date
