

# Student Request Form for Centre Reviews and Appeals to Awarding Organisations

## A level and other L3 qualifications Summer 2021

### 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.

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 (examination board) 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 **16<sup>th</sup> August 2021 for a priority appeal**, or by **3<sup>rd</sup> September 2021 for non-priority appeals**.

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. The school will submit this on your behalf. Requests for a priority appeal should be submitted by **23<sup>rd</sup> August 2021** and requests for non-priority appeals should be submitted by **17<sup>th</sup> September 2021**.

#### What is 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. You should inform your intended higher education provider that you have requested a centre review or appeal.

## 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 school and not the awarding organisation (examination board). A centre review must be conducted before an appeal to the awarding organisation.

Centre Name	Anglo European School	Centre Number	16343
Candidate Name		Candidate Number	

Qualification Title			
Teacher Assessed Grade			
<b>Is this a priority Appeal?</b> 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.	Yes	If “Yes” then please provide your UCAS Personal ID number	
	No		

**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, we will still conduct a review for administrative and procedural errors so that, if you appeal, the awarding organisation can be certain that your grade is as we intended.

<b>Administrative Error by the school</b> e.g. the wrong grade was recorded	<input type="checkbox"/>	<b>Procedural Error by the school</b> e.g. the school did not follow the procedures set out in our policies	<input type="checkbox"/>
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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.

## 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	Date

## B. Centre review outcome

Upheld	<input type="checkbox"/>	Not Upheld	<input type="checkbox"/>	Partially Upheld	<input type="checkbox"/>
Original Teacher Assessed Grade			Revised Teacher Assessed Grade (If applicable)		

### Information considered by the school.

### Rational for the outcome of the review.

**Senior Leader & Position**

**Date**

If you are not satisfied with the outcome of this Centre Review, then you are entitled to an appeal to the awarding organisation (examination board). If you would like to make such an appeal, then complete the last section and send the form to [enquiries@aessex.co.uk](mailto:enquiries@aessex.co.uk)

I wish to make an appeal to the awarding organisation

**Student Name**

**Date**