Appendix B - Optional 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.

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 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 9:00 a.m. on Monday, 30th August 2021.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so by **4:00 p.m. on Friday, 10th September 2021**.

Stage one – centre review

A. Student request

Student Name

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.

the awarding organisation is certain that your grade is as the centre intended.										
Centre Name	Torquay Girls' Grammar School		Centre Number	54357						
Student Name			Candidate Number							
Qualification title e.g. 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 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							
Supporting evice Please provide a short There is a 5,000 chara	t explanation of what you believe	e wer	nt wrong and how you think	this has impacted your g	grade.					
Acknowledgem	nent									
have read and un	m requesting a centre rederstood the information publication of the submitting this review, I a	orovi	ded in the 'Important i							
· The outcome o	of the review may result in	ı my	grade remaining the	same, being lowere	ed or					
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 signature

Date

B. 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 Outco		and then recor	d th	e original (grade and	d the revised gra	ade if applicat	ole.	
Upheld		Not upheld				Partially uph	ield		
Original Teacher Assessed Grade			Revised Teacher Assessed Grade if applicable						
Information consider Please provide a short explan	•		nat yo	ou have rev	viewed. T	here is a 5,000 c	haracter limit	<u>i.</u>	
		C.1							
Rationale for the out Outline the centre's findings the error. There is a 5,000 cha	from the	centre review e			or admin	iistrative error ar	nd if relevant,	details	s of
Authorisation and da Please complete the boxes as	s appropr	iate. Boxes 1 an		nust be co	mpleted	in every case. Bo	oxes 3 and 4 r	ieed c	only
be completed when requesting 1. Date that the decision and rationale was issued to student		de change.		info pro (ap)	ceed to	of how to stage 2 awarding			
3. Confirmation that a senior leader has authorised any grade change				cha	nge is s	it grade submitted to organisation			