# 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. If an error is found which affects another student’s grade, your review could also result in their grade changing.**

**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.

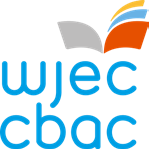
**You must request a centre review before you can request an awarding organisation appeal.** This is so the awarding organisation is certain that your grade is as the centre intended. **The deadline for submitting a Centre Review is Wednesday 1st September 12:00pm.**

**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.

**Appendix B - Student Request Form for**

**Appeals to Awarding Organisation**



**When do I need to submit my request?**

You should submit a request for a centre review by **1st September 2021 12:00pm 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. Your school or college will submit this on your behalf. Requests for **non-priority appeals should be submitted no later than Monday 13th September 12:00pm.** Appeals received after this date cannot be guaranteed to be accepted or delayed.

**What is a priority appeal?**

A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first 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 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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Centre Name | | Newman RC College | | Centre Number | | 33116 | | |
| Student Name | |  | | Candidate Number | |  | | |
| Qualification title e.g. AQA GCSE English Language | |  | | | | | | |
| Teacher Assessed Grade issued | |  | | | | | | |
| Is this 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. So not GCSE. | | No | | If Yes provide your UCAS personal ID e.g. 123-456-7890 | | | N/A | |
| **Grounds for appeal**  Please cross the box with the grounds upon which you wish to appeal | | | | | | | | |
| **1. Administrative error by the awarding organisation** | | | | | |  | | |
| **2. Procedural issue at the centre** | | | | | | | | |
| 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 referring to evidence of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. 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. 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. | | | | | | | | |
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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. 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 **must** provide a short explanation of the reason for your appeal. 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:   * I must sign and date the form and return via email to: [appeals2021@newmanrc.oldham.sch.uk](mailto:appeals2021@newmanrc.oldham.sch.uk) * All appeals must be submitted to the College **no later than Monday 13th September 12:00pm.** Appeals received after this date cannot guarantee being accepted or delayed. * The outcome of the appeal may result in my grade remaining the **same**, being **lowered** or **raised.** * **If an error is found which affects another student’s grade, your review could also result in their grade changing.**  |  |  |  | | --- | --- | --- | | **Student Name:** | **Student Signature:** | **Date:** | |  |  |  |  * An Appeal (Stage Two) may only be requested once a Centre Review (Stage One) has been requested and concluded. 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 |