**Form for appealing to an awarding organisation (exam board)**

This form is to be completed by the student. An awarding organisation appeal must be submitted to the school, who will then submit it to the awarding organisation.

A separate form must be completed for each qualification being appealed.

This form should only be completed **after a centre review has been completed**.The form for requesting a Centre Review is available on the SWCHS website in the examinations section.

This form must be emailed to CAGappeals@swchs.net from the student’s SWCHS email account.

This form must be submitted to the school by **9am on Thursday 19 August** (for priority appeals) or by **9am on Thursday 9September** (for non-priority appeals).

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| **Centre Name** | Saffron Walden County High School | **Centre Number** | 16525 |

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| **Student Name** |  | **Candidate Number** |  |

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| **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. |  | If **Yes** provide your UCAS personal ID e.g. 123-456-7890 |  |

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| **Centre Review**I confirm that I have previously submitted a Centre Review and have received the outcome of that review from a member of school staff.NB an Appeal to the awarding organisation can only be made after the completion of the Centre Review.  |[ ]

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| **Grounds for appeal**Please tick the grounds upon which you wish to appeal |

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| **1. Administrative error by the awarding organisation** |[ ]
| **2. Procedural issue at the centre** |
| 1. Procedural Error
 |[ ]
| 1. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances
 |[ ]
| **3. Unreasonable exercise of academic judgement** |
| 1. Selection of evidence
 |[ ]
| 1. Determination of Teacher Assessed Grade
 | [ ]  |

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| **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. |
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| **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. |
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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. |
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| **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. |
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| **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. |
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| **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’ on the Centre Review Form.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 (scanned or typed) Date** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** |