**Information regarding Centre Reviews and Appeals to Awarding Organisations**

**and Student Request Form for Centre Reviews**

**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 school 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 and how do I submit my request for a centre review?**

You should submit a request for a centre review by **9am on Monday 16 August 2021** for a priority appeal, or by **9am on 3 September 2021** for non-priority appeals. Students must use the form below and email it from their SWCHS email account to [CAGappeals@swchs.net](mailto:CAGappeals@swchs.net)

**What is a priority appeal?**

A priority appeal is only for students applying to higher education who did not get into their first choice university (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. Students should inform their intended higher education provider that they have requested a centre review or exam board appeal.

**What is your UCAS personal ID and why is it needed?**

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student’s place is dependent on the outcome of the appeal.

**When and how do I submit a request for an awarding organisation review?**

You must request a centre review before you can request an awarding body review. Once you have received the outcome of your centre review (which, in the case of priority appeals, will be communicated by phone by the end of Tuesday 17 August and, for non-priority appeals, by the end of Tuesday 7 September), if you wish to request an awarding organisation appeal, you should do so by **9am on Thursday 19 August** (for priority appeals) or by **9am on Thursday 9September** (for non-priority appeals) using the ‘Form for Appealing to Boards’ (which is available on the SWCHS website in the examinations section). That form must be emailed to [CAGappeals@swchs.net](mailto:CAGappeals@swchs.net) from the student’s SWCHS email account. The school will then submit this to the exam board on your behalf.

**Student request form for Centre Review**

This form is to be completed by the student. A request for a centre review must be emailed to the school from the student’s SWCHS email account. A centre review must be conducted before an appeal to the awarding organisation. The outcome of this review will be communicated by phone -please provide a contact number.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 get into their firm choice university 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 |  |
| **Contact phone number for Tuesday 17th August (priority reviews) or September (non-priority)** |  | | |

**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, the school 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**  **Procedural Error by the centre**

e.g. the wrong grade/mark was e.g. a reasonable adjustment / access arrangement

recorded against an item of evidence was not provided for an eligible student

**Supporting evidence**

Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

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**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 and that the next stage (the appeal to awarding organisation) may only be requested once the centre review has been requested and concluded.

**Student Name**  **Student signature (electronic or scanned) Date**

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