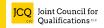
# Appendix B - Optional template student request and consent form

An interactive version of this form is provided separately should you wish to use it: <u>Optional</u> <u>Student Request Form for Centre Reviews and Appeals to Awarding Organisations</u>.

## 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** 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 August 2021 for a priority appeal, or by 3 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. Your school or college will submit this on your behalf. Requests for a priority appeal should be submitted by **23 August 2021** and requests for non-priority appeals should be submitted by **17 September 2021**. Priority appeals that aren't submitted to the awarding organisation by 23 August 2021 will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

#### 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.

#### 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.

## 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 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.

Centre Name			Centi	re Number			
Student Name			Cand	idate Number			
Qualification title Language	e.g. AQA GCSE Er	nglish					
Teacher Assessed	Grade issued						
Is this a priority ap A priority appeal is only education who did not to appeal an A level or o	/for students applying attain their firm choice	e and wish	Yes No	If Yes provide y UCAS persona e.g. 123-456-78	IID		
Grounds for cen Please tick one or bot still conduct a review of grade is as the centre	th of the options if th						
Administrative Erres, the wrong grade an item of evidence		against 🔲	e.g. a re	edural Error by t easonable adjustme ot provided for an e	ent/acces	ss arrangement	
Please provide a short There is a 5,000 chara	explanation of what y	you believe we	ent wrong	and how you thinl	this has	impacted your g	rade.
Acknowledgem	ent						
I confirm that I amend that I amend the lead and under section above. In section above.	derstood the infor	mation pro	vided in	the 'Important			
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the centre revie		·					

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Upheld			Not upheld				Partially uph	eld	
Original Teacher /	Assessed (	Grac	le		Revised if applic		er Assessed Gi	rade	
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### 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

I. 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	
Please provide a short explanation of what you believe went wrong and how you think this have that relates to your chosen ground for appeal. In some cases you must provide a chave to be lengthy.  I. Administrative error by the awarding organisation You must provide a clear explanation. There is a 5,000 character limit.	
<b>2 (a) Procedural Error</b> This is when the centre made a procedural error that has not been corrected at Stage Or conduct its review properly and consistently. If you can, please add a further explanation be to the information that you have already provided above. There is a 5,000 character limit.	

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rade. There is a 5,000 character li	imit.
3 (a) Selection of evidence	
you <b>must</b> provide a clear explanati grade. There is a 5,000 character <mark>l</mark> i	ion of what you believe went wrong and how you think this has impacted on you imit.
3 (b) Determination of the 1	
You can provide a short explanatio	on of the reason for your appeal if you want to. There is a 5,000 character limit.
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