# Important information for students

**Once completed in full this form must be emailed to huishexam@educ.somerset.gov.uk**

**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. One form should be completed per grade being appealed.

**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.

**Stage 2 form: Student Request for an awarding body**

**review**

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

You can only submit a request for an awarding organisation appeal once you have the result of a Stage 1 – Centre Appeal. Again, this should be done as soon as possible. The school will submit the appeal on your behalf. Requests for stage 2 appeals should be submitted by **10th September 2021** (using the stage 2 form below)**.**

# 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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| **Initial declaration – must be completed for appeal to be accepted.**I acknowledge that in submitting this appeal the awarded grade may go down (or stay the same or go up) after the appeal has been considered. I further understand that if my grade does go down, there is no further right of appeal against this\*. | *You must digitally enter your name here for the appeal to be accepted and processed. Remove this text* |
| **Grounds for appeal:** Please tick 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 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.  |
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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.  |
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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.  |
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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.  |
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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. |
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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’ section above.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.

**Name of parent/carer submitting appeal Permission given Contact details****(note this person must be a designated school contact point) by the student** (mobile and email address please)

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|  |  | Yes/no |  |  |

**Student Name Student signature (digital accepted) Date**

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