



Student Request Form for Centre Reviews and Appeals to Awarding Organisations

Important information for students

Below is a summary of some of the main points to remember regarding the review/appeals process at Finchley Catholic High School. However, it is essential that you read the full document entitled '**FCHS Appeals Process Summer 2021 – Information for Students**' before submitting either a Stage 1 Centre Review or a Stage 2 – Appeal to the Awarding Organisation. This can be accessed [here](#).

A summary of some of the key points is below:

1. If you request either a Stage 1: Centre Review or a Stage 2: Appeal to the Awarding Organisation appeal there are three possible outcomes: (i) your original grade is **lowered**, so your final grade will be lower than the original grade you received; (ii) your original grade is **confirmed**, so there is no change to your grade or (iii) your original grade is **raised**, so your final grade will be higher than the original grade you received.
2. 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.
3. **You must go through Stage 1: Centre Review before proceeding to Stage 2: Appeal to Awarding Organisation.** This is so the awarding organisation is certain that your grade is as the school intended.
4. **Priority Centre Reviews/Appeals:** the deadline for Stage 1 is Thursday 12th August and for Stage 2 is Thursday 19th August.
Non-Priority Centre Reviews/Appeals: the deadline for Stage 1 is Wednesday 1st September and for Stage 2 is Monday 13th September.
5. A priority centre review/appeal is exclusively 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.
6. **For a priority centre review or appeal, you must include your UCAS personal ID.** This is the 10-digit code included in all correspondence. This is needed to confirm that your place is dependent on the outcome of the appeal.
7. Non-priority centre reviews/appeals will not be processed until staff return to school on 1st September.
8. Awarding organisations will not consider an appeal that is made based solely on differences of opinion.
9. There is an Autumn series of exams for students who want to improve their grade(s). Please see the school website under Students and Parents/Exam Information.

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 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 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		Centre Number	
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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? <small>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.</small>	Yes No	If Yes provide your UCAS personal ID e.g. 123-456-7890	

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, your centre 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 e.g. the wrong grade/mark was recorded against an item of evidence		Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	
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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**
- The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded.

Student Name

Student signature

Date

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

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. 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.

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 can provide a short explanation of the reason for your appeal if you want to. 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:

- 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

Date