



**Student Request Form for Centre Reviews and Appeals to Awarding Organisations**

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| **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.

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

You should submit a request for a centre review no later than the **3rd September 2021**.

Once you have received the outcome of your centre review, if you wish to request an awarding

organisation appeal you should do so no later than **13th September 2021**. This ensures that the centre has enough time to submit your appeal before the exam board deadline. Your school or college will submit this on your behalf.

To submit a request for a centre review, please complete the Stage One Centre Review form at the following location:

[Corby Technical School Website >> Student Info >> Exams Information](https://www.corbytechnicalschool.org/page/?title=Exams+information&pid=471)

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| **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.

**Please return this form in Microsoft Word format to** [**exams@corbytechnicalschool.org**](mailto:exams@corbytechnicalschool.org) **by   
Friday 3rd September.**

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| **Centre Name** | Corby Technical School | **Centre Number** | 27141 |

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| **Student Name** |  | **Candidate Number** |  |
| **Student E-mail Address** |  | | |

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| Qualification title e.g., AQA GCSE English Language |  |
| Teacher Assessed Grade issued |  |

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| **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. |

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| 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** *(Electronic signature will suffice)* **Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |