

Stage One Centre Review - Important information for students

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

- **Stage One – Centre Review**
- **Stage Two – Appeal to the Awarding Organisation**

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 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.

How can I request a Centre Review?

Following results day, if you wish to request a centre review you should complete the Stage One Centre Review Form **available via the School Website – Exams Page**. Additional information you may need to help you decide whether to proceed with your appeal are:

- Our Policy (already available on our website);
- Your Student Evidence Communication Record (already emailed to you at the start of June);
- The marks we recorded from your assessments (let us know if you need this);
- Details of any individual circumstances taken into account e.g. access arrangements (let us know if you need this).

Your completed form and any related communications must be emailed from your **school account** to exams@dagenhampark.org.uk.

Appeals deadlines - when do I need to submit my request by?

Appeals Deadlines			
Priority Appeals*		Non-Priority Appeals	
10-13 August	Window for students to request a centre review	Results day to 1 September	Window for students to request a centre review
10-20 August	School conducts centre review	Results day to 10 September	School conducts centre review
10-23 August	School submits appeals to awarding body	Results day to 17 September	School submits appeals to awarding body

*A priority appeal is only for students applying to higher education who did not get their firm choice (i.e. the offer they accepted as their first choice) and want 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.

Requests for a priority Stage One Centre Review should be submitted **as soon as possible** and by **13 August 2021**. Non-priority Stage One Centre Review requests should be submitted by **1 September 2021**.

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		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
<input type="text"/>

Student signature
<input type="text"/>

Date
<input type="text"/>