

Stage Two Appeal to the Awarding Organisation - 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**

You must have completed and received an outcome from a Stage One Centre Review before you can request a Stage Two Appeal to the Awarding Organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

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 Stage Two – Appeal to the Awarding Organisation?

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.

How can I make an appeal?

You must have completed and received an outcome from a Stage One 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.

If after receiving the outcome of your Centre Review, you wish to make a Stage Two Appeal to the Awarding Organisation, you should complete the Stage Two Appeal to Awarding Organisation Form **available via the School Website – Exams Page**.

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 Two appeal should be submitted **as soon as possible** and before **23 August 2021**. Non-priority Stage Two appeals should be submitted by **17 September 2021**.

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