# 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 Reigate School 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 Reigate School 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 Reigate School was unreasonable, either in the selection of evidence or the determination of your grade.

**Centre Reviews and Appeals to Awarding Organisations**

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

You should submit a request for a centre review by **3 September 2021 at the latest.**

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Reigate School will submit this on your behalf. Appeals should be submitted by **15th September 2021**.

# 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 Reigate School, 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.

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| Centre Name | Reigate School | Centre Number | 64240 |
| Student Name |  | Candidate Number |  |
| Qualification title e.g. AQA GCSE English Language |  |
| Teacher Assessed Grade issued |  |
| **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, Reigate School 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 Reigate Schoole.g. the wrong grade/mark was recorded against an item of evidence |  | Procedural Error by Reigate Schoole.g. a reasonable adjustment / access arrangement was not provided for an eligible student |  |
| **Supporting evidence**Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.  |
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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. 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 2 – appeal to awarding organisation**

This section is to be completed by the student. An awarding organisation appeal must be submitted to Reigate School and Reigate School will then submit it to the awarding organisation

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| **Grounds for appeal**Please tick the grounds upon which you wish to appeal |
| **1. Administrative error by the awarding organisation** |  |
| **2. Procedural issue at Reigate School** |
| 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 Reigate School.

 **Student name Student signature Date**  |