

Important information for students - Appeals

There are two possible routes for appeals this year. You will be supported through the appeals process by school staff. Appeals can be either a **Centre Review** or an **Awarding Organisation Appeal**.

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. You CANNOT appeal directly to the awarding organisation – it MUST come through school and we must put in an appeal if you wish us to, after the centre review has been completed.

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.

When do I need to submit my request?

You should submit a request for a centre review by **Wednesday 25th August 2021**.

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. Your school or college will submit this on your behalf. Schools must submit these type of appeals to the awarding organisation by 17th September, so any awarding organisation appeals should be received by us by **10th September 2021** to give us time to gather together all the evidence needed.

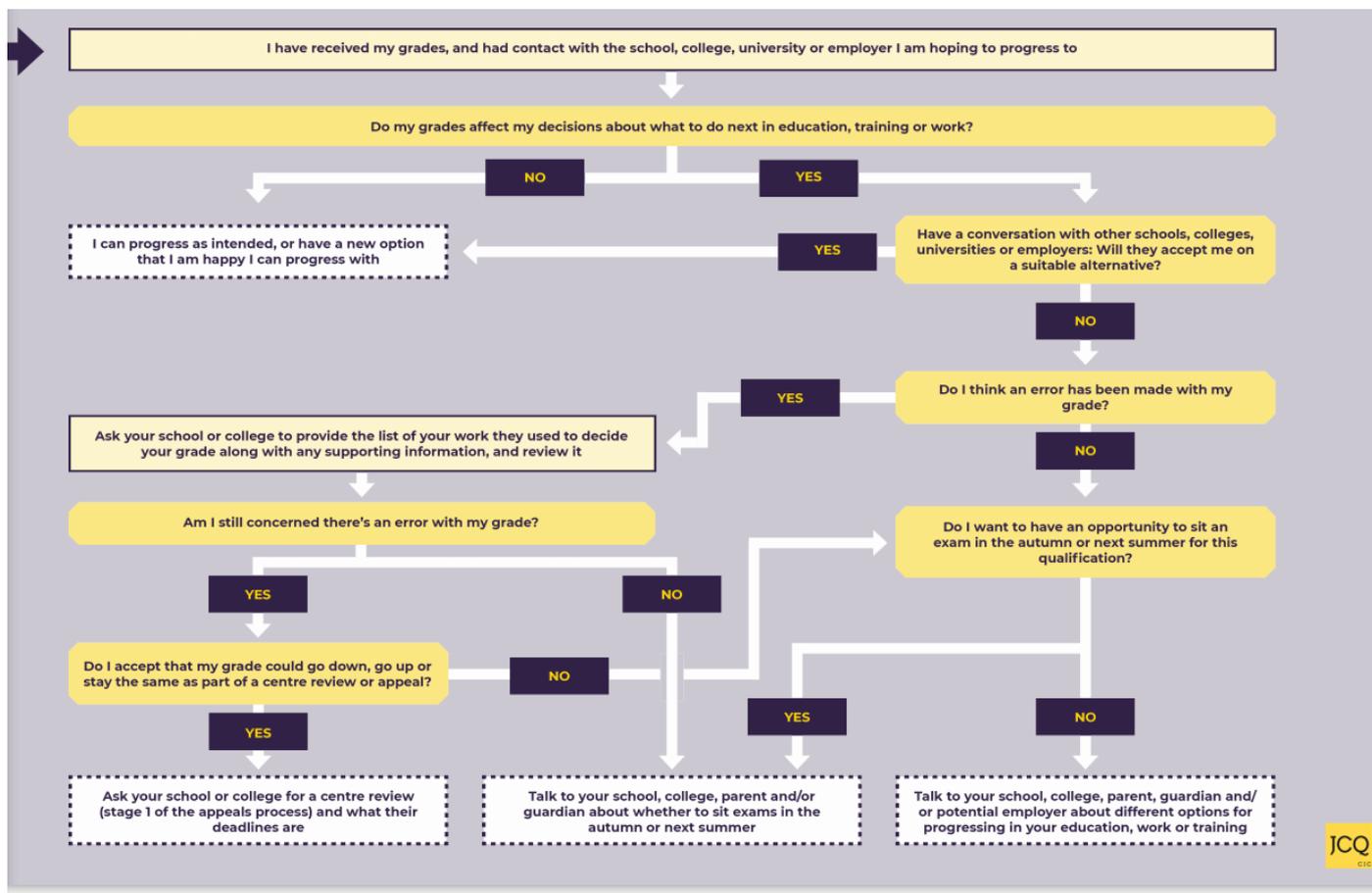
NB these dates have changed slightly from earlier published dates, to ensure we can respond to any centre appeals in good time, to give students time after the outcome of centre appeals to consider if they wish to appear to the awarding organisation, and so that school can meet the final awarding organisation appeals deadline.

What happens next?

You need to decide what to do now you have your results. You can contact school to speak with a teacher if you need help to decide the best way forward.

Deciding what to do after you have your results

This flowchart will help you decide what to do next. Remember you can always contact school and a teacher will do their best to help.



How to appeal

Step 1: Read through our Centre Policy (available on the school website) to familiarise yourself with the way in which we have allocated your GCSE grade.

Our policy clearly states how we have used evidence to come up with a grade that has been carefully moderated both internally and externally to ensure fairness and consistency. We have followed this procedure for every student, and in every subject. You will need to be clear that you believe there to have been a procedural or administrative error made for you to make an appeal against your grade.

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.

If you are confident that there has been a procedural or administrative error made, you can continue to step 2.

Step 2: Complete the centre review request form and either attach to an email and send to the school office, or drop off a paper copy into school. We cannot accept appeals in any other format; the form **MUST** be used. You can find the form on our website, or you can ask for a copy from school.

Submit the centre review appeal document by **Wednesday 25th August 2021**

Step 3: If you remain dissatisfied with your grade, **AFTER** you have received the outcome from the centre review, you can complete the appeal to awarding organisation appeal request.

Submit the appeal to awarding organisation document by **Friday 10th September 2021**