

## 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 |  |
|-------------|--|---------------|--|

|              |  |                  |  |
|--------------|--|------------------|--|
| Student Name |  | Candidate Number |  |
|--------------|--|------------------|--|

|  |               |   |  |
|--|---------------|---|--|
| Qualification title e.g. AQA GCSE English Language   |               |   |  |
| Teacher Assessed Grade issued  |               |   |  |
| Is this a priority appeal?<br><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<br><br>No | If Yes provide your UCAS personal ID<br>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<br>e.g. the wrong grade/mark was recorded against an item of evidence |  | Procedural Error by the centre<br>e.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. There is a 5,000 character limit.

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| <br><br><br><br><br><br><br><br><br><br> |
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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"/> |

## B. Centre review outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

| Centre Review Outcome   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Please tick the outcome of the review and then record the original grade and the revised grade if applicable. |                          |  |                          |
| Upheld  | <input type="checkbox"/> | Not upheld                                   | <input type="checkbox"/> |
| Partially upheld  | <input type="checkbox"/> | <input type="checkbox"/>                     | <input type="checkbox"/> |
| Original Teacher Assessed Grade   | <input type="text"/>     | Revised Teacher Assessed Grade if applicable | <input type="text"/>     |

| Information considered by the centre   |
|--|
| Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit. |
| <br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>                     |

| Rationale for the outcome of the centre review  |
|---|
| Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit. |
| <br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>  |

| Authorisation and dates of next stages   |                      |   |                      |
|--|----------------------|---|----------------------|
| Please complete the boxes as appropriate. Boxes 1 and 2 <b>must</b> be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change. |                      |   |                      |
| 1. Date that the decision and rationale was issued to student  | <input type="text"/> | 2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation) | <input type="text"/> |
| 3. Confirmation that a senior leader has authorised any grade change   | <input type="text"/> | 4. Date that grade change is submitted to awarding organisation                         | <input type="text"/> |