

**AS, A-Level & GCSE Appeals Form - Summer 2021**

Please ensure you have read & understood the appeals guidance in your copy of the ‘St Edward’s student support & guidance booklet’ that was provided in May and the JCQ document ‘Important information for students’ before requesting your appeal. A copy of JCQ’s document will be given to you along with your statement of results and both documents can be found on our school website.

Please note that if you are appealing an A-Level grade as your result has affected your first/firm choice university place, please use the priority appeals form.

* Please complete the form below with details of the subjects that you wish us to conduct a **‘Stage One – Centre Review’** for
* Please bring this signed form to the Exams Office in the 6th Form Suite or email it to [exams@steds.org.uk](mailto:exams@steds.org.uk) **The centre review will not be conducted until a signed form has been received**
* All enquiries must be received by the deadlines stated below  **The centre review will not be conducted if it is received after the deadline stated**
* You will be contacted with the outcome of the centre review as soon as possible and before the **‘Stage Two – Awarding Organisation Appeal’** deadline.
* **By signing this form you are accepting that the outcome of the review could result in your original grade being lowered, being raised, or staying the same**

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| **Service** | **Requests must be submitted between:** |
| AS / A-Level / GCSE internal centre review request | Results day - 3rd September 2021 |

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| **Student Name:** |  |  | **Candidate No:** |  |
| **Contact email address:** |  |  | **UCAS I.D (A-Level only)** |  |
| **Contact telephone number:** |  |  | **Signature:** |  |

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| **Level/Subject** | **Awarding Organisation** | **Subject Code** | **\*Grounds for Centre Review** |
| *Example: GCSE Maths* | *Edexcel* | *1MA1/1F* | *Administrative Error* |
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**\*Grounds for centre review:**

**Administrative Error by St Edward’s** - e.g. the wrong grade/mark was recorded against an item of evidence

**Procedural Error by St Edward’s** - 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.** |
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After receiving the outcome of your stage one centre review, if you are unhappy with the outcome please email [exams@steds.org.uk](mailto:exams@steds.org.uk) to request in writing that we submit a **‘Stage Two – Awarding Organisation Appeal’** on your behalf.

**Requests must be submitted within the dates stated below, an appeal request will not be submitted if it is received after the deadline.**

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| AS / A-Level / GCSE request for St Edward’s to submit a ‘Stage Two – Awarding Organisation Appeal’ | Results day - 17th September 2021 |