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| **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.

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| 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? 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. | YesNo | If Yes provide your UCAS personal ID 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 e.g. the wrong grade/mark was recorded against an item of evidence |  | Procedural Error by the centre 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. |
|  |
| **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 Student signature Date**  |

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