**Stage One - Centre Review Form**

**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 | Monkseaton High School | Centre Number | 39343 |
| Student Name |  | Candidate Number |  |

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| Qualification title e.g. AQA GCSE English Language | |  |
| Teacher Assessed Grade issued | |  |
| Is this a priority appeal? (please delete as appropriate)  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. | | Yes /No |
| If Yes provide your UCAS personal ID e.g. 123-456-7890 |  | |

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| **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 |  |

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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. Consider the following:   * What do you consider the we failed to do? * Why was this failure to follow our procedures, important to the determination of the teacher assessed grade? * What way do you consider we made an administrative error? * What difference would this error have made to the determination of the teacher assessed grade?   There is a 5,000-character limit. | |
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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 ‘FAQs 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 |  |

*Please leave this section blank*

**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.

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| Centre Review Outcome  Please tick the outcome of the review and then record the original grade and the revised grade if applicable. | | | | | | | |
| Upheld |  | | Not upheld |  | Partially upheld | |  |
| Original Teacher Assessed Grade | |  | | Revised Teacher Assessed Grade if applicable | |  | |

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| Information considered by the centre  Please provide a short explanation of the evidence that you have reviewed. |
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| 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. |
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| Authorisation and dates of next stages  Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change. | | | |
| 1. Date that the decision and rational was issue to student |  | 1. Date student informed of how to proceed to stage 2 (appeal to awarding body) |  |
| 1. Confirmation that a senior leader has authorised any grade change |  | 1. Date that grade change is submitted to the awarding organisation |  |