**Stage one – centre review**

**A. Student request**

This form is to be completed by the student. A request for a centre review must be submitted to the centre (by email to exams@reaseheath.ac.uk), 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?  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. | Choose an item. | 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**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |