

## Important Information for Students

### What may happen to your grade during the Centre Review and Appeal to CCEA Awarding Organisation?

If you ask your school or college to undertake a Centre Review of your grade, or if you subsequently ask for an appeal to be submitted to CCEA Awarding Organisation (AO), there are three possible outcomes:

- your original grade goes down, so your final grade may be lower than the original grade you received;
- your original grade stays the same, so there is no change to your grade; or
- your original grade goes up, so your final grade may be higher than the original grade you received.

To initiate a Centre Review, you must complete the form below. You can sign the form with an electronic, handwritten or typed signature. This confirms to your school or college that you have understood what the outcome might be, at any stage of the Centre Review and appeals process, and that you give your consent to a Centre Review and, should you wish, a subsequent Appeal to CCEA AO. A Centre Review or appeal cannot be withdrawn once a finding has been made.

If you believe an error persists once you have received the outcome of the Centre Review and you wish to progress to an Appeal to CCEA AO, you should discuss this as soon as possible with your school or college and ask them to submit your appeal on your behalf. CCEA AO needs to receive an application for appeal from your school or college by **23 August 2021** for priority appeals (those with higher education places pending the outcome of an appeal) or **17 September 2021** for non-priority appeals.

### What is a priority appeal?

A priority appeal is for students whose higher education place is pending the outcome of an appeal. You should inform your preferred higher education provider that you have requested a Centre Review or Appeal to CCEA AO.

### What is your UCAS personal identifier?

Your UCAS personal identifier is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that a student's place is pending the outcome of an appeal.

## Stage 1 – Centre Review

### A. Student Request

This section is to be completed by the **student**.

If you need help completing this section, please speak to your school or college.

<b>Centre Name</b>	...	<b>Centre Number</b>	...
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<b>Student Name</b>	...	<b>Candidate Number</b>	...
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<b>Qualification Level</b>	...	<b>Qualification Title</b>	...
<b>Centre Determined Grade issued</b>	...		
<b>Are you applying for a priority appeal?</b>	<input type="checkbox"/> Yes	<b>If Yes, provide your UCAS, CAO or other Higher Education applicant reference</b>	...
	<input type="checkbox"/> No		

### Grounds for Centre Review

*Please tick the grounds upon which you wish to apply for a Centre Review*

Administrative error by the centre	<input type="checkbox"/>	Centre did not follow their procedure	<input type="checkbox"/>
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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.*

...

### 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 going up, going down or staying the same; and
- the next stage (Stage 2 – Appeal to CCEA AO) may only be requested once the Centre Review (Stage 1) has been requested and concluded.

<b>Student Name</b>	....	<b>Student Signature</b>	...	<b>Date</b>	...
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## B. Centre Review Outcome

This section is to be completed by the **centre**.

<b>Centre Review Outcome</b> <i>Please tick the outcome of the review</i>			
Upheld	<input checked="" type="radio"/>	Not Upheld	<input type="radio"/>
Original Centre Determined Grade	...	Revised Centre Determined Grade	...

<b>Information considered by the centre</b> <i>Please provide a short explanation of the evidence that you have reviewed</i>
...

<b>Rationale for the outcome of the Centre Review</b> <i>Outline the centre's findings from the Centre Review including, where appropriate, rationale for any proposed grade change</i>
...

<b>Authorisation and dates of the next stages</b>			
Name of authoriser	...	Date submitted to CCEA AO if appropriate	...
Date CCEA AO decision and rationale issued to student	...	Date student informed of Stage 2 submission	...

## Stage 2 – Appeal to CCEA AO

This section is to be completed by the **student**.

If you need help completing this section, please speak to your school or college.

### Grounds for Appeal

*Please tick the grounds upon which you wish to appeal*

<b>1. Administrative error by CCEA AO</b>	<input type="checkbox"/>
<b>2. Administrative error by the centre</b>	<input type="checkbox"/>
<b>3. Centre did not follow their procedure</b>	<input type="checkbox"/>
<b>4. Unreasonable exercise of academic judgement</b>	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Centre Determined Grade	<input type="checkbox"/>

### Supporting evidence

*Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade.*

...

### Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the Important Information for Students section above.

- I am aware that the outcome of the appeal may result in my grade going up, going down or staying the same.
- I understand there is no further opportunity to appeal to CCEA AO and that the next stage would be to contact the regulator. CCEA AO will include the next appropriate steps, where applicable, in its appeal outcome letter.

<b>Student Name</b>	...	<b>Student Signature</b>	...	<b>Date</b>	...
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