



What might happen to your grade if you ask for a Centre Review or make an appeal?

If you request a Centre Review or an awarding body appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade is lower than the original grade you received
- Your original grade is **confirmed**, so there are no changes to your grade
- Your original grade is raised, so your final grade will be higher than the original grade you received

You need to be aware that once a finding has been made, you cannot withdraw your request for an appeal.

If your grade has been lowered, you will **not** be able to revert back to the original, higher grade you received on Results Day.

Stage 1: What will be checked during a Centre Review?

You can ask the Centre [school] to check whether it has made a **procedural error**, an **administrative error**, or both. A procedural error means a failure to follow the process set out in the Centre's policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a Centre Review *before* you can request an awarding body appeal. This is so the awarding body is certain that your grade is as the Centre intended.

To ask for a Centre Review, you can email: Stage1centrereveiw@southchurchschool.com

Stage 2: What will be checked during an awarding body appeal?

You can ask the awarding body to check whether the Centre made a **procedural error**, or whether the awarding body itself made an **administrative error**. You can also ask the awarding body to check whether the **academic judgement** of the Centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a Centre review no later than 03 September 2021.

Once you receive the outcome of the Centre Review, if you wish to request an awarding body appeal you should do so as soon as possible, and no later than 17 September 2021. The school will submit this on your behalf.