



St Albans Girls' School

Learning for Life in a Community where All can Excel

GCSE Appeal to Awarding Bodies (Stage 2)

Student Request Form - Summer 2021

- Important information for students**

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 your school was unreasonable, either in the selection of evidence or the determination of your grade.

If you request an awarding body appeal there are three possible outcomes:

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

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 grade you received on results day.

You should submit a request to Head of Centre, Mrs Chapman, Exams at head@stags.herts.sch.uk within **48 hours** of the outcome of your centre review (stage1).

- To be completed by student**

Student Name		Awarding Body	
Candidate Number		Qualification Title	
Email Address		Subject Code	
Telephone Number		Centre Assessed Grade	

- Grounds for Appeal - Please tick the grounds upon which you wish to appeal**



1. Administrative error by the awarding body	
2. Procedural issue at STAGS	
a. Procedural Error	
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	
3. Unreasonable exercise of academic judgement	
a. selection of evidence	
b. Determination of Teacher Assessed Grade	

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 Sandridgebury Lane, St Albans, Herts, AL3 6DB
 Tel: 01727 853134 Fax: 01727 831157 e-mail: admin@stags.herts.sch.uk



Appeal to Awarding Bodies (stage 2)

Evidence to support an appeal Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. Our Centre Policy for Determining Teacher Assessed Grades can be found here .
1. Administrative error by the awarding organisation You must provide a clear explanation. There is a 5,000 character limit.
2. (a) Procedural Error This is when STAGS has made a procedural error that has not been corrected by a centre review or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below. There is a 5,000 character limit.
2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
3. (a) Selection of evidence You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
3. (b) Determination of the Teacher Assessed Grade You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

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 remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator.

Student Name

Student Signature

Date

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