

## A Level & GCSE Student Request Form for a Centre Review (Stage 1) Summer 2021

### Important Information for students

You can ask STAGS to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy, which can be found [here](#). An administrative error means an error in recording your grade or submitting your grade to the awarding body.

If you request a centre review 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 a centre review. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

You must request a centre review (stage 1) before you can request an awarding body appeal (stage 2). This is so the awarding body is certain that your grade is as STAGS intended.

You should submit a centre review request to Mrs Chapman, Head Teacher at [head@stags.herts.sch.uk](mailto:head@stags.herts.sch.uk) by:

|         |                                  |
|---------|----------------------------------|
| A Level | Thursday 12 <sup>th</sup> August |
| GCSE    | Monday 16 <sup>th</sup> August   |

### A. To be completed by student

|   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| Student Name  |                          | Awarding Body  |                          |
| Candidate Number  |                          | Qualification Title  |                          |
| Student Email Address   |                          | Subject Code   |                          |
| Student Telephone Number  |                          | Centre Assessed Grade  |                          |
| <b>Grounds for centre review</b> Please tick one or both of the options if they apply to your request.  |                          |  |                          |
| Administrative Error by STAGS e.g. the wrong grade was recorded against an item of evidence.  | <input type="checkbox"/> | Procedural Error by STAGS e.g. a reasonable adjustment / access arrangement was not provided for an eligible student | <input type="checkbox"/> |
| <b>Supporting evidence</b><br>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. |                          |  |                          |
|   |                          |  |                          |

Head Teacher: Mrs M Chapman  
Sandridgebury Lane, St Albans, Herts, AL3 6DB  
Tel: 01727 853134 Fax: 01727 831157 e-mail: [admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk)

## Request for Centre Review (Stage 1)

### 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**
- An appeal to the awarding body may only be requested once the centre review has been requested and concluded.

Student Name

Student signature

Date

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### B. Centre review outcome

|  |                                    |   |                                   |
|--|------------------------------------|---|-----------------------------------|
| <b>Centre Review Outcome</b><br>Please tick the outcome of the review and then record the original grade and the revised grade if applicable.  |                                    |   |                                   |
| Grade upheld   | Original Teacher<br>Assessed Grade | Grade not upheld  | Revised Teacher<br>Assessed Grade |
| <b>Information considered by the centre</b><br>Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.  |                                    |   |                                   |
|  |                                    |   |                                   |
| <b>Rationale for the outcome of the centre review</b><br>Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit. |                                    |   |                                   |
|  |                                    |   |                                   |
| <b>Authorisation and dates of next stages</b>  |                                    |   |                                   |
| 1. Date that the decision and rationale was issued to student  |                                    | 2. Date student informed of how to proceed to appeal to awarding body (if applicable) |                                   |
| 3. Confirmation that the Head of Centre has authorised any grade change change   |                                    | 4. Date that grade change is submitted to awarding organisation                       |                                   |