** TRINITY CATHOLIC HIGH SCHOOL**­­­­­

**TEACHER ASSESSED GRADES – SUMMER 2021**

**Stage One: Centre Review Application**

In order to request a Stage One Review, students should complete a Student Request for a Stage One Centre Review Form available here:

[Stage One: Centre Review Application](https://forms.office.com/Pages/ResponsePage.aspx?id=XrNq8bTT80aBZX9vFsexZYyg_YBPdupFg2kxrlammAVUQVhBMjBTREk3SFE0N1RMNjU2SklZNDJLWS4u)

If you do not have IT access please complete this form and send it to Trinity’s Exams Manager Mr C Bedwell ([cbedwell@tchs.uk.net](mailto:cbedwell@tchs.uk.net)). Please submit this form by **16 August 2021 for priority appeals** and **3 September 2021 for non-priority appeals**.

Please read the School’s policy on **‘Arrangements for Appealing Examination Results in Summer 2021’** for further information about the appeals process.

|  |  |
| --- | --- |
| Student’s full name |  |
| Candidate number |  |
| Centre number |  |
| Student’s year group |  |
| Student’s class and form |  |
| Name of parent / carer if you are making this request on behalf of a student |  |
| Please provide an email address so that we can contact you about the review |  |
| Please provide telephone number in case we need to contact you about the review |  |
| Qualification title e.g. AQA GCSE English Language for the subject(s) where you wish to request a review |  |
| List the Teacher Assessed Grade and subjects(s) which you wish the school to review |  |

|  |  |
| --- | --- |
| Is this a priority appeal?  (The JCQ guidance says that priority appeals are 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.)  If yes, please provide your UCAS personal ID. |  |

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| 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 evidencePlease provide a short explanation of what you believe went wrong and how you think this has impacted your grade | |
|  | |
| Please tell us if you have any other information that you would like us to consider as part of your request for a centre review. What do you want as an outcome from a review? | |
|  | |

**STUDENT DECLARATION**

I confirm that I am requesting a centre review for the qualification(s) named above and that I have read and understood the information provided in the ‘Important information for students’ document. In submitting this review, I am aware:

a) That **the outcome of the review may result in**:

i) My grade **remaining the same**,

ii) My grade **being lowered** or

iii) My grade **being raised**;

and

b) 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.

|  |  |
| --- | --- |
| PRINT NAME |  |
| SIGNED |  |
| DATE |  |

Please also complete the following declaration if your parent / carer is dealing with your request on your behalf:

I confirm that I give my consent for my parent / carer identified in this form to request a Stage One centre review on my behalf. I understand that this will involve the School sharing my personal data with my parent / carer to the extent that it is necessary for the School to respond to this request and I give my consent for the School to do so:

|  |  |
| --- | --- |
| PRINT NAME |  |
| DATE |  |

**Privacy notice:**

The personal data provided in this form and generated through the course of any review or appeals will be used for the purposes of considering your request and may be shared with external exam boards, the JCQ and / or Ofqual to the extent that it is necessary to do so as part of this process. Please see the School’s privacy notice on our website for further information.