

Information on the Appeals Process

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

Stage One: Centre Review

If you do not think you have been issued with the correct grade, you can appeal to the Academy, who will review whether they:

- Made an administrative error, e.g. an incorrect grade submitted; they used an incorrect assessment mark when determining your grade
- Did not apply a procedure correctly, e.g. did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

If you would like the centre to undertake a Stage One appeal, please complete the [Stage One Appeal form](#).

Stage Two: Appeal to the Awarding Body

If you still don't think you have the correct grade after the centre review is complete, you can ask to appeal to the exam board, who will review whether

- The Academy made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence.
- The Academy did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.
- The exam board made an administrative error, e.g. they changed your grade during the processing of grades.

If you have completed a Stage One Appeal and would like the Academy to submit a Stage Two appeal request to the Awarding body, please complete the [Stage Two Appeal form](#).

Students will need to complete the Intention to Appeal TAG/Q-TAG Form to firstly undertake a Stage 1 review. The result of this will then be reported to you in writing. If, after receiving the Stage One review result, you still believe there to be grounds for appeal, you can request that the Academy make an appeal to the awarding body on your behalf. In order to complete this, you must complete the Intention to Appeal TAG/Q-TAG Stage Two Form.

It is important to remember that your grade can go down, up or stay the same through either stage of the process.

If you have a place at university that is dependent on your appeal, you should inform the university, so they can decide how to handle your offer. You should also tell the Academy that this is the case, so they can ask the awarding body to prioritise your appeal.

Timeline for priority appeals – where university/college places are dependent on the outcome

- 10 August to 16 August: student requests centre review
- 10 August to 20 August: centre conducts centre review
- 11 August to 23 August: centre submits appeal to awarding body

Non-priority Appeals:

- 10 August to 3 September: student requests centre review
- 10 August to 10 September: centre conducts centre review
- 11 August to 17 September: centre submits appeal to awarding body