

CENTRE REVIEW AND APPEALS PROCESS

SUMMER 2021 SERIES

Key Dates for priority appeals*

* A priority appeal is only for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result.

10 August	A Level Results Day
10 August to 9am on 16 August 2021	Students submit a request for a Centre Review using the School's Google Form ** We strongly recommend requests via the Goggle Form for a Centre Review reach us before 4pm on 13 August 2021.
10 August to 20 August 2021	The School will conduct Centre Reviews
10 August to 4pm 18 August 2021	Students submit an 'Appeal to Awarding Organisations' to the School using the Google Form ** To provide the School time to administer the Appeal and supporting documentation prior to the deadline of 23 August to submit the appeal to the awarding organisation.
10 August to 23 August 2021	The School will submit Appeals to the awarding organisations

Key Dates for non-priority appeals

10 August	A Level and AS Level Results Day
12 August	GCSE Results Day
From results day to 3 September 2021	Students submit a request for a Centre Review using the School's Google Form
From result day to 10 September 2021	The School will conduct Centre Reviews
From results day to 4pm on 14 September 2021	Students submit an 'Appeal to Awarding Organisations' to the School using the Google Form ** To provide the School time to administer the Appeal and supporting documentation prior to the deadline of 17 September to submit the appeal to the awarding organisation.
From results day to 17 September 2021	The School will submit Appeals to the awarding organisations

Clerical Check Process

1. Administrative Error

- Clerical check on School submitted grade and Awarded grade
- Clerical check on Department submitted grade and School submitted grade
- Clerical check on Department evidence/data and Department submitted grade

2. Procedural Error

- Clerical check that Special Consideration has been identified on School records
- Clerical check that the Department evidence/data includes any Special Consideration as identified above
- Clerical check that any Access Arrangements have been applied in March 2021 and May 2021 Assessments
- Clerical check on any additional Access Arrangement issues raised by the student/parent
- Clerical check that any reasonable adjustments have been applied

Key Dates for School Internal Processes

	Date(s)
Results Days	10 August and 12 August
Enquiries/Questions - using specific email address	10 August - 17 September
Priority Appeal Students	
Centre Review administration	10 - 16 August
Centre Review process	10 - 20 August
Centre Review Outcome administration onto spreadsheet	10 - 20 August
Centre Review Outcome email to student	10 - 20 August
Appeal to Awarding Organisations administration	10 - 18 August
Appeal to Awarding Organisations - process and collation of evidence	10 - 23 August
Appeal to Awarding Organisations submission to awarding organisation	10 - 23 August
Outcome of Appeal from awarding organisation communicated to the student and relevant staff	TBC
Non-Priority Appeal Students	
Centre Review administration	10 August - 3 September
Centre Review process	10 August - 10 September
Centre Review Outcome administration onto spreadsheet	10 August - 10 September
Centre Review Outcome email to student	10 August - 10 September
Appeal to Awarding Organisations administration	10 August - 17 September
Appeal to Awarding Organisations - process and collation of evidence	10 August - 17 September
Appeal to Awarding Organisations submission to awarding organisation	10 August - 17 September
Outcome of Appeal from awarding organisation communicated to the student and relevant staff	TBC