

Appeals Summer 2021 – Student Process

- If you think your grade is wrong, review the information regarding appeals that is available on the school website.
- As the grades are your results we are only able to communicate with you. If you do wish for us to speak to someone else on your behalf we will need to obtain verbal authorisation from you on every occasion.
- After reviewing the information on the school website and other documentation shared, if you think your grade is still wrong then please complete the 'Stage one – centre review' form which you can get from school. **Please ensure that you complete this in full, read the declaration and sign to say that you understand that your grade can go down, up or stay the same through either stage of the appeals process.**
- Return the form to main reception at school as soon as possible. You will also need to email exams@forgevalley.sheffield.sch.uk from your **school email account** to advise that you have submitted an appeal. This will alert staff in school and provide us with the means to confirm receipt of your appeal.
- If you have an electronic copy and are unable to print this yourself please email your form to exams@forgevalley.sheffield.sch.uk. We will print your form and arrange for you to come into school to sign this. You need to sign the form before we start any work on your appeal.
- Please note that requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations (at Stage Two) and not by centres. In these cases, an initial centre review must still be completed to ensure that the centre has not made any procedural or administrative errors.
- The deadline for stage 1 priority applications for university/college places is **Friday 13th August**.
- The deadline for stage 1 non-priority applications is **Friday 3rd September**.
- Your application for centre review will be completed and a centre review outcome will be emailed back to your school email account.
- If we find that an error has occurred, we will submit a request to the exam board to correct the error and amend the grade without the need for you to make an appeal to them.
- If we did not find an error and you still think that your grade is wrong then please complete the 'Stage two - appeal to awarding organisation' form providing evidence to support your appeal. **Again, please ensure that you complete this in full, read the declaration and sign to say that you understand that your grade can go down, up or stay the same through either stage of the appeals process.**
- Return the form to main reception at school as soon as possible.
- We will collate any additional documentation required from the school and submit this together with your appeal. We will notify you once the appeal has been sent.
- Once we have received an outcome from the exam board we will notify you of their decision.
- Finally, if you believe that the exam board has made a procedural error in handling the appeal, you can apply to Ofqual's Exam Procedures Review Service to review the process undertaken by the exam board.