

COMPLETION INSTRUCTIONS FOR:**Stage One Centre Review form**

The Stage One Centre Review form is available on the school website.

- Only one subject can be reviewed per form
- Complete the information required in **Section A Student Request** of the Centre Review Form including an electronic signature and date. The information to do this can be found on your Statement of Results in your envelope. (6th form students only- you will already have a note or a photo of your UCAS ID). In addition, you must provide a short explanation of what you think went wrong and how this has impacted your grade. Please ensure that the form has been completed accurately as any errors/omissions will delay the processing of your appeal.
- Your electronic signature is acceptable, but with this, you are confirming that you are aware that there is no grade protection, so your grade could **increase, be lowered or remain the same**.
- When you have completed the Centre Review form, it should be saved and returned as an email attachment, using your school email address – (If a non-school email address is used it will be blocked by the school's security filter). Your email must be sent to the following email address: appeals@sjl.herts.sch.uk
- Please note that this is the **ONLY** email address that is being regularly monitored for Centre Review & Appeals documentation in the Summer holidays. Do not send the form to any other school email address, otherwise you may miss the deadlines.
- On receipt of your completed form, we will conduct a review to determine if any mistakes have been made. On completion of our review, we will complete **Section B Centre Review Outcome** and send that to you via your school email address, in sufficient time prior to the relevant appeal to an awarding organisation deadline.
- If an administrative or procedural error is found, we will submit a request to the awarding organisation to correct the error and amend the grade without the need to submit an appeal to the awarding organisation.

Deadlines

For a Priority Appeal (This is only available for students who did not achieve their first choice offer) Applications for a Centre Review must be made **by 12 noon on Monday 16th August 2021**.

Non -priority appeals must be made **by 12 noon on Friday 3rd September 2021**.

Stage Two: Appeal to Awarding Organisation form

The Stage Two Appeal to Awarding Organisation form is available on the school website.

- Only one subject can be appealed per form
- You need to complete this form accurately to ensure that you tick the correct grounds for your appeal. To support your appeal, you will need to write a short explanation of what you believe went wrong and how this has impacted your grade. The awarding organisation will not be able to consider an appeal that is based solely on differences of opinion.
- When you have completed the Stage two: appeal to awarding organisation section of the form, it should be saved and returned as an email attachment, using your school email address. Your email must be sent to the following email address: appeals@sjl.herts.sch.uk
- The school will submit the appeal on your behalf according to the requirements of the awarding organisation to which it is being submitted
- The awarding organisation will determine the grade at appeal and the outcome will be final. The outcome of the appeal may result in the grade remaining the same, being lowered or raised. There is no further opportunity to appeal the outcome to the awarding organisation.
- The awarding organisation's appeal outcome letter will be emailed to you as soon as the outcome letter has been received in school. Please note that awarding organisations will aim to complete Stage Two of the appeals process by 8th September (Priority Appeals) and within 42 calendar days (for Non-Priority) after receiving the application.

Deadlines

For a Priority Appeal- (This is only available for students who did not achieve their first choice offer)

Requests for a Stage 2 Appeal to awarding organisation must be made **by 12 noon on Monday 23rd August 2021**

Non-priority Requests for a Stage 2 Appeal must be made **by 12 noon on Friday 17th September 2021**