

## Stage two – appeal to awarding organisation

This section is to be completed by the student. An awarding organisation appeal must be submitted to the centre and the Centre will then submit it to the awarding organisation.

<b>Grounds for appeal</b> Please tick the grounds upon which you wish to appeal	
<b>1. Administrative error by the awarding organisation</b>	<input type="checkbox"/>
<b>2. Procedural issue at the centre</b>	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
<b>3. Unreasonable exercise of academic judgement</b>	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

<b>Evidence to support an appeal</b> Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases you must provide a clear reason but it doesn't have to be lengthy.
<b>1. Administrative error by the awarding organisation</b> You <b>must</b> provide a clear explanation. There is a 5,000 character limit.
<b>2. (a) Procedural Error</b> This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.
<b>2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances</b> You <b>must</b> provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
<b>3. (a) Selection of evidence</b> You <b>must</b> provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
<b>3. (b) Determination of the Teacher Assessed Grade</b> You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

**Acknowledgement**

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which you will receive from your school/college.

**Student Name****Student signature****Date**

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