



INFORMATION FOR CANDIDATES

Please read the Appeals process on the flowchart prior to submitting your appeal. You will need to make it clear on this form on what basis you are appealing. Visit the school [policy section](#) on the school website for more information.

The information below explains what may happen during the appeals process.

If the school submits an application for an appeal on your behalf after your subject grade has been issued, there are two possible outcomes:

- Your original calculated grade is confirmed as correct, so there is no change to your grade.
- Your original calculated grade is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the appeal, you must sign the form below and return it to the school. This tells the Head of Centre and the Examination Officer that you have understood what the outcome might be, at any stage of the appeals process, and that you give your consent to the appeal being submitted.

CANDIDATE APPEALS FORM

Candidate Name		Centre Number	
Centre Name		Centre Number	
<i>Details of appeal/Tick one as appropriate</i>			
	A student will be able to ask the centre (school) to conduct a clerical check to see if the centre made an error when submitting a Centre Assessed Grade		
	A student will be able to complain to the school if they have evidence of bias or that they were discriminated against		
	A centre to appeal to an exam board on the grounds that the exam board used the wrong data when calculating grades, and/or incorrectly communicated the grades calculated		
<i>Please outline the evidence for your appeal based on the appeal grounds you have indicated above:</i>			
<i>Subject/s</i>			

I give my consent to the Head of Centre/Examinations Officer to start the appeals process for the subject(s) listed above. In giving consent I understand that the appeals process could lead to my final calculated subject grade being higher than, or the same as the result which was originally awarded for this subject.

Student Signed: _____ **Date:** _____

Parent/Carer Name _____ **Signature** _____ **Date** _____

This form should be retained on the centre's files for at least six months following the outcome of the appeal.