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| --- | --- | --- |
| **Stage One – Centre Review Application Form**  You need to complete and submit a separate form for each subject for which you are requesting a review. | | |
| **Candidate Name:** |  | **Candidate Number:** |
| **Candidate contact email:** |  | **Phone number:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Board** | **Qualification Title e.g.** GCSE English Language | | | **Grade Awarded** |
|  |  | | |  |
| **\*Grounds for Centre Review**  **(Please select as appropriate)** | Administrative Error |  | Procedural Error |  |
| **Supporting evidence** Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. | | | | |
|  | | | | |

**\*Grounds for Centre Review**

1. **Administrative Error by the Centre** (e.g. the wrong grade/mark was recorded against an item of evidence
2. **Procedural Error by the Centre** (e.g. a reasonable adjustment / access arrangement was not provided for an eligible student)

Additional information required if you are applying for a **Priority Centre Review (applicable to Year13 only)**

|  |  |
| --- | --- |
| **UCAS Personal ID** |  |
| **First Choice University Grade required** |  |
| **Insurance University Grade required** |  |

**Acknowledgement**

I confirm that I am requesting a Centre Review for the qualification named above and that I have read and understood the information provided in the Appeals Process letter. In submitting this review, I am aware that:

* The outcome of the review may result in my grade remaining the **same**, being **lowered** or **raised**.
* The next stage (Stage Two, an appeal to the Exam Board) may only be requested once this Centre Review (Stage One) has been requested and concluded.

Candidate’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If Candidate is under 18)

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**Office Use Only: Centre Review Outcome**

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| --- | --- | --- | --- | --- |
| **Upheld** |  |  | **Not Upheld** |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**