



# ST JOHN PAYNE CATHOLIC SCHOOL

## APPEALS

If you wish to appeal a grade, you must complete the application form which is available on this page on the school website <https://www.sjp.essex.sch.uk/about-us/examination-results>

A separate application form must be completed for each subject you wish to appeal.

Once you have completed part A of stage one of the form, email the whole document to [appeals@sjp.essex.sch.uk](mailto:appeals@sjp.essex.sch.uk) by the deadline specified below. We **cannot** accept paper copies sent through the post or hand delivered as staff may be working from home and may not be in school to receive your application.

When you request a centre (School) review or an awarding organisation (Exam Board) appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

**Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.**

### **What will be checked during a centre review?**

You can ask the centre to check whether it made a procedural error, an administrative error, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

### **What will be checked during an awarding organisation appeal?**

You can ask the awarding organisation to check whether the centre made a procedural or administrative error - or whether the awarding organisation itself made an administrative error. You can also ask the awarding organisation to check whether the academic judgement of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

### **When do I need to submit my request?**

You must submit a request for a centre review by **3<sup>rd</sup> September 2021**.

Once you have received the outcome of your centre review, if you wish to request an exam board appeal you should do so as soon as possible. Your school will submit this on your behalf. Requests must be submitted by **17<sup>th</sup> September 2021**.

