These instructions are for anyone using 'Google Chrome' 1 If you are using a different web browser the steps may be different.

Once you have opened the form please read the instructions carefully.

You will need to complete 'Stage One' of the form before emailing it appeals@sip.essex.sch.uk

Stage one – centre review										
A. Student reque This section is to be cor awarding organisation. the awarding organisat	est mpleted by the student. A reque . A centre review must be condu tion is certain that your grade is	est for a centr ucted before as the centr	re review must be sub an appeal to the awa e intended.	mitted to the cer rding organisatic	ntre, not the on. This is so					
Centre Name		Cent	re Number							
Student Name		Candidate Number								
Qualification title e.g. AQA GCSE English Language										
Teacher Assessed Grade issued										
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.		Yes	If Yes provide you UCAS personal II e.g. 123-456-7890	ur D						
Grounds for cen	tre review			_						

Once you have filled in the information for 'Stage one' you will need to save the PDF file and then attach it to an email to send.

To do this you need to click on the button in the top right-hand side of the screen and click 'With your changes':



When you click this button it will ask you where you would like the file to be saved. Make a note of where you have saved it as you will need to attach this to your email before you send it to <u>appeals@sip.essex.sch.uk</u>

Sta	age one – cei	ntre revie	W				
💿 Save As					:	×	
$\leftarrow \rightarrow$ \checkmark \uparrow \square > Network > sj	p-sr-001 → DKY\$		ٽ ~	, Search DKY	5	tted to the centre, r ng organisation. Th	not th is is :
Organise 🔻 New folder					== - ?	9	
-	^	Name	^		Date modified	▲ ³³¹	
🖈 Quick access		idlerc			30/06/2021 12:46	16 1	
💻 Desktop	*	rurple			08/06/2021 14:30		
🗎 N:\	A	a			21/06/2021 15:01	01 ¥	
E Pictures	* ¥ -	<			>	•	
File name: APPEALS-APPLIC	ATION-FORM.pdf						
Save as type: *.pdf						~	
∧ Hide Folders				Save	Cancel		
educa to app	tion who did not attain eal an A level or other l	their firm choic Level 3 qualifica	e and wish tion result.	No e.g.	123-436-7890		

'Stage One' is now complete and you need to attach the file you have just completed to an email and send this to appeals@sip.essex.sch.uk

The school will email you once a decision about the appeal has been made. They will email you back with a copy of the form that you sent.

If you need to go to 'Stage two' you will need to complete 'Stage two' of the form and return it to the school following the same steps.