

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

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

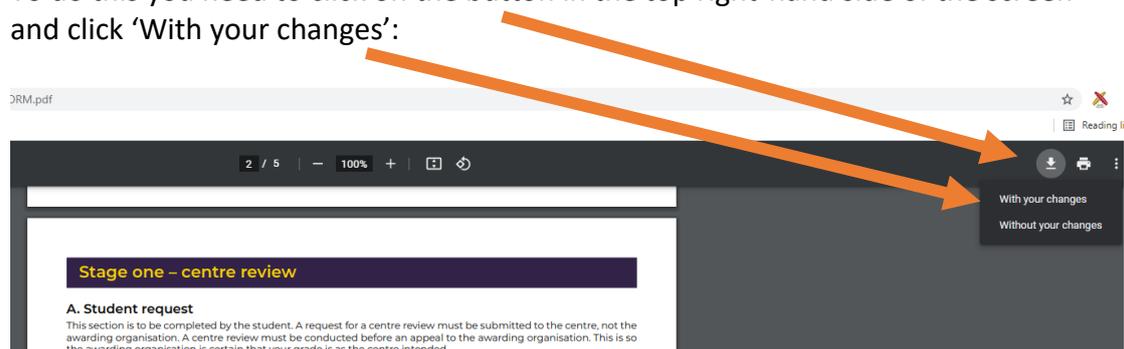
You will need to complete 'Stage One' of the form before emailing it appeals@sjp.essex.sch.uk

Stage one – centre review			
A. Student request			
This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.			
Centre Name	<input type="text"/>	Centre Number	<input type="text"/>
Student Name	<input type="text"/>	Candidate Number	<input type="text"/>
Qualification title e.g. AQA GCSE English Language	<input type="text"/>		
Teacher Assessed Grade issued	<input type="text"/>		
Is this a priority appeal? <small>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.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes provide your UCAS personal ID e.g. 123-456-7890	<input type="text"/>

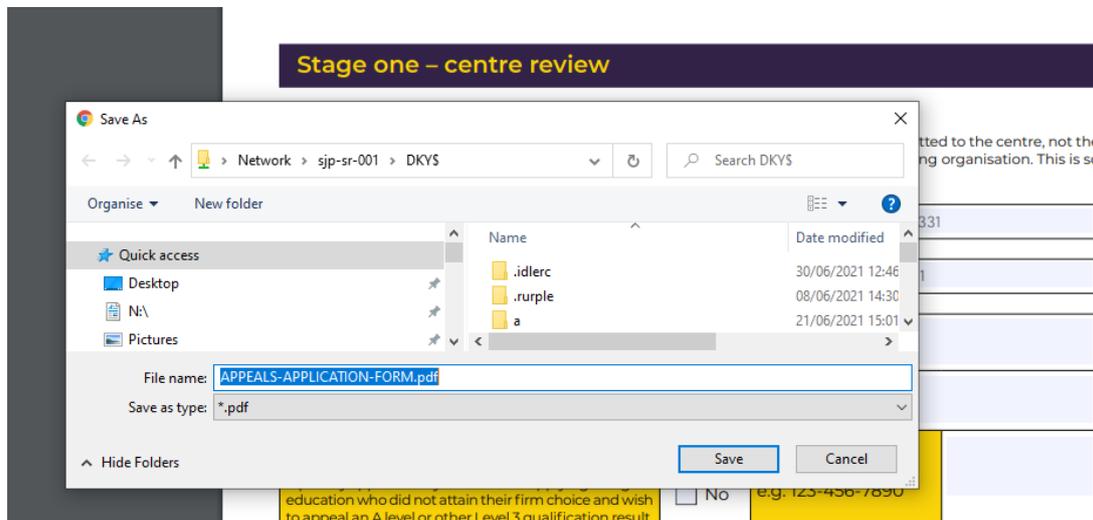
Grounds for centre review

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 appeals@sjp.essex.sch.uk



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